



System Offices Workplace Guidelines for Supervisors

As we transition to routine in-office work, System Office supervisors should follow these guidelines for all civil service and academic professional staff. Extreme deviations from these work arrangements must be approved by the respective vice president or president. These guidelines are reviewed on an annual basis, or more often if needed, and are subject to change based on organizational needs. Exceptions to these guidelines will be handled on a case-by-case basis.

- Fully remote or hybrid schedules are a privilege and not a right. Remote/Hybrid schedules may be revoked if the duties warrant the need for in-person work and/or if the employee is not able to perform the duties and functions of the position satisfactorily. Employees will be given a reasonable amount of notice before the work arrangement change is effective.
- Unit heads may allow hybrid work or fully-remote work if the duties and functions of the position do not require in-person work and the level of service is not impacted by being remote.
- A hybrid work schedule will be generally defined as a combination of on-site work (typically two to three days) and remote work (two to three days).
- A fully-remote schedule will be defined as an employee working remotely five days a week with no on-site work, except at the discretion of the unit head.
- Employees working a fully-remote or hybrid schedule must have an approved [System Office Remote Work Agreement](#) in place. Fully remote work must be approved by System HR before the arrangement begins. Agreements will be reviewed annually during the performance appraisal period.
- Employees working fully remote from a location outside Illinois for more than 60 consecutive days must contact System HR for additional compliance guidance.
- Some positions within the System Offices will not be allowed to be performed remotely due to the nature of the duties and responsibilities. A list of those positions will be maintained by System HR.
- Supervisors should set clear expectations for all employees (in-person and remote) on work deliverables and outputs, communication tools, performance standards, office protocols, etc.

- Remote work greater than two days may result in employees utilizing a shared space or hoteling space when on-site. Space previously assigned to an employee who is now fully remote or remote more than two days a week may be repurposed to meet unit needs. Such action may not be immediate but will be incorporated into space planning efforts. Units will provide ways for employees in shared spaces to secure their items in cabinets/drawers.
- Equipment (e.g., computer, monitor, keyboard, webcam, etc.) is at the expense of the unit for both on-site and remote workspaces.
- Working a set schedule when working remotely is expected and should be documented in the remote agreement. Schedules should typically fall in the core business hours of 8:30am to 5pm CST.
- If, while working remotely, an employee will be unavailable for a block of time during their regularly scheduled hours, they are expected to inform their supervisor or teammates just as is expected during on-site work.
- Employees must have privacy and minimized distractions while working remotely.
- Employees entering hybrid and remote work arrangements must be available for and participate in phone calls, video meetings and other necessary forms of communication in accordance with the normal demands of the job. Managers shall set expectations for video camera usage when working remotely.
- Employees must continue to follow all system office policies and procedures, such as using sick and vacation leave when not working or away from work.
- Employees working fully remote may be required to attend an on-site meeting periodically based on customer and unit needs at the discretion of the unit head. Reimbursement for travel should follow the Business and Financial Policies and Procedures, [Policy 15.1, Headquarters and Travel Status](#).
- Employees working a hybrid schedule may have their remote day(s) changed at the discretion of the unit head, with one-weeks advanced notice. Employees may be expected to rearrange their on-site/remote schedule to accommodate a scheduling need of a customer or for business reasons.

Resources

[Working Outside Illinois Policy](#)
[System Office Remote Work Guidelines](#)
[System Office Electronic Remote Work Agreement](#)
[Policy 15.1, Headquarters and Travel Status](#)

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