



# Human Resources **Announcement**

For Employees, Managers, and Department Heads

## 2020/2021 Adverse Weather Policy for Staff & Temporary Employees Working on Campus

The university does not normally close during adverse weather, although there will be times when certain employees cannot travel to work, may arrive late, or may need to leave early. Employees are expected to use their best judgment when traveling to or from work and should not endanger themselves or ignore the notifications of local officials.

If adverse weather conditions cause extreme travel hazards to or from work on campus:

- The employee should make every effort to notify his/her supervisor.
- The advance notice requirements for use of time off will be waived.
- Support, service, PAO, and PAU staff may use available time off or, with approval, may make up the work time during the same week.
- PAE staff absent for a full work day may use available PTO.
- Staff employees may either charge an absence against time-off accruals or, at their option, be absent without pay but with benefit time accrual.
- All absences from work for temporary employees are without pay.

If adverse weather conditions are extremely severe, designated university senior management may close a campus and announce on local radio stations or online that employees are not to report to work on campus. (The cancellation of classes does not mean that the campus is closed.)

Employees are advised to listen to local radio stations for information, or visit the Protect.iu website at [protect.iu.edu/emergency](https://protect.iu.edu/emergency) for emergency information. For additional information, see the Adverse Weather Policy at the university policies website: [policies.iu.edu/policies/hr-11-20-adverse-weather](https://policies.iu.edu/policies/hr-11-20-adverse-weather).

### NOTES:

- Staff are eligible for adverse weather pay to cover their absence if they: would normally be at work during the hours that the campus is closed AND were not scheduled to be off.
- There are some essential jobs designated as “critical personnel,” which must be performed on campus during adverse weather circumstances. Critical personnel will be identified with a special validation on their Crimson Card. Supervisors are encouraged to obtain this designation for employees by contacting Public Safety and Institutional Assurance (PSIA\*), and to notify those employees of this requirement well in advance of adverse weather events.
  - Only critical support and service staff and temporary employees required to work on campus during a closure will receive additional compensation. Support and service staff receive their regular pay plus time-and-one-half additional pay or time off. Temporary employees receive their regular pay plus time-and-one-half additional pay. PA staff (PAE, PAO, and PAU) receive their regular pay but do not receive any additional pay or time off.
  - Staff not previously designated as critical personnel who report to work on campus when the campus is closed will be compensated at their regular rate of pay.
- Although the campus may be “closed,” this does not necessarily mean the university Adverse Weather Policy applies to employees working at locations outside the immediate campus area. This includes support, service, PAO, and PAU staff and temporary employees who perform work from home or from other off-campus locations. These employees will receive their regular pay for any hours worked.

\* Submission of employees to be designated as critical personnel must include the employees' ten-digit employee identification number. Send this to the IU Emergency Management & Continuity administrative office at [psiadmin@iu.edu](mailto:psiadmin@iu.edu).

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This and previous announcements are available at [hr.iu.edu/news/announcements.htm](https://hr.iu.edu/news/announcements.htm).

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