

Human Resources **Announcement**

For Employees, Managers, and Department Heads

2017/18 Adverse Weather Conditions for Staff & Temporary Employees

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 nor ignore the statements of local officials.

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

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

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

- Staff who would normally be at work during the hours that the campus is closed and who were not already scheduled off are eligible for regular pay for the absence.
- Temporary employees may be absent from work without pay.
- There are some essential jobs which must be performed during such circumstances. Supervisors are to notify employees in such jobs of this requirement in advance
- Only essential Support and Service Staff and Temporary employees required to work on campus during a closure will receive additional compensation.
 - Essential Support and Service Staff receive their regular pay, plus time and one half additional pay or time off;
 - Essential Temporary employees receive their regular pay plus time and one half additional pay;
 - Essential PAE, PAO and PAU Staff receive their regular pay but do not receive any additional pay or time off.
- Non-essential Staff who report to work 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; such employees will receive their regular pay for any hours worked.

Employees are advised to listen to local radio stations for information, or visit the IU Emergency Planning website:

protect.iu.edu/emergency-planning/index.html.

For more information see the **Adverse Weather Policy** at the University Policies website: policies.iu.edu/policies/hr-11-20-adverse-weather/index.html.

*IU Human Resources
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This and previous announcements are available at hr.iu.edu/news/announcements.htm.

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