



# Human Resources **Announcement**

For Employees, Supervisors, and Unit Heads

## 2021/2022 Adverse Weather Policy for Staff & Temporary Employees Working on Campus

The university does not usually close during adverse weather. However, 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:

- Employees should make every effort to notify their supervisor.
- Advance notice requirements for the use of paid time off will be waived.
- Non-exempt staff may use paid time off or, with approval, may make up the work time during the same week.
- Exempt staff may use available PTO.
- Staff employees without paid time off may be absent without pay, with accruals. Absent without pay must be in whole days for exempt staff.
- 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-planning](https://protect.iu.edu/emergency-planning).

### NOTES:

1. Staff employees are eligible for adverse weather pay to cover their absence if they are typically at work during the hours that the campus is closed, were not scheduled to be off, and cannot work remotely.
2. Some essential jobs are 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 notifying those employees of this requirement well in advance of adverse weather events.
  - a. Only critical non-exempt (excluding PAO & PAU) staff and temporary employees required to work on campus during a closure will receive additional compensation. Non-exempt (excluding PAO & PAU) staff receive their regular pay plus time-and-one-half pay or time off. Temporary employees receive their regular pay plus time-and-one-half pay. Exempt and non-exempt PAO & PAU staff receive regular pay but do not receive additional compensation or time off.
  - b. Staff employees not previously designated as critical personnel who report to work at a closed campus will be compensated at their regular pay rate.
3. 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 staff and temporary employees who work remotely or at 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 [psiaadmin@iu.edu](mailto:psiaadmin@iu.edu).

For additional information, see the Adverse Weather Policy at:  
[policies.iu.edu/policies/hr-11-20-adverse-weather](https://policies.iu.edu/policies/hr-11-20-adverse-weather)

November 18, 2021

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