



Human Resources **Announcement**

For Employees, Supervisors, and Unit Heads

2022/2023 Adverse Weather Bulletin for Staff & Part Time Employees

IU campuses operate around the clock and will not close during adverse weather, but the campus provost or chancellor may declare the campus to be in a “state of limited operations.” This means that campus has moved to remote operations and only essential staff should report to campus.

Essential staff are required to report to campus for work.

- Your supervisor will let you know in advance if you are an essential employee.
- You should have your supervisor’s contact information in case you are questioned by law enforcement when traveling to or from the workplace during a travel advisory.

Non-essential staff should not report to campus.

- Employees who have work that can be completed remotely—and have the technology to do so—are expected to work, even if you do not have a remote work arrangement.
- Talk with your supervisor to know if you will be expected to work from home in the event of adverse weather.

! *Use your best judgment when weather may make travel hazardous. You should not ignore notifications from local officials. If you cannot make it to campus, please notify your supervisor. Supervisors are encouraged to be flexible in these situations, and all advance notice requirements for time off will be waived.*

Compensation for essential employees required to work on campus during limited operations.

- Non-exempt (excluding PAO & PAU) staff receive regular pay plus time-and-one-half pay or time off (at the unit’s discretion).
- Part-time employees receive 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.

Compensation for non-essential employees when the campus is in limited operations.

- Staff who can work remotely receive regular pay but receive adverse weather pay (WTH pay code) for any non-work time during the workday for tasks such as childcare, snow removal, or uncontrollable events like power outages. Exempt employees who work a partial or full day remotely do not need to enter any additional pay codes in ePTO and will be paid for the full day.
- Staff who are unable to work remotely will receive adverse weather pay (WTH).
- Non-essential staff who report to campus anyway will be compensated at their regular pay rate.
- Part-time employees who cannot work remotely will not receive pay. The employee may make up the work and hours during the same workweek, if their supervisor approves.
- Staff who are off work for vacation/PTO, sick time, or a leave absence at the time of adverse weather event do not receive weather pay.

How to Stay Up to Date

If adverse weather is forecast, follow local news sources or visit the university’s Emergency Management and Continuity website (protect.iu.edu/emergency-continuity) for campus-specific information. You can also sign up to receive alerts via IU Notify (protect.iu.edu/emergency-continuity/emergency-alerts). Keep in mind, the cancelation of classes does not necessarily mean that the campus has been moved to limited operations.

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

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IU Human Resources • 420 N. Walnut Street, Bloomington, IN 47404 • (812) 856-1234 • askHR@iu.edu • hr.iu.edu

This and previous announcements are available at hr.iu.edu/news/announcements.htm.