



Human Resources **Announcement**

For Employees, Supervisors, and Unit Heads

Adverse Weather Bulletin for Staff & Part Time Employees

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

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.

When a campus moves to a “state of limited operations:”

Essential staff are required to report to campus for work.

- Your supervisor will inform you 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 they do not have a remote work arrangement.
- Talk with your supervisor about whether you are expected to work from home in the event of adverse weather.

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 during limited operations:

- Non-exempt 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 additional pay codes in ePTO and will be paid for the full day.
- Any staff 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. With supervisor approval, the employee may make up the work and hours during the same workweek.
- Staff who are off work for vacation/PTO, sick time, or a leave of absence at the time of an 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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This and previous announcements are available at hr.iu.edu/news/announcements.htm.