

# COVID-19 RESOURCES FOR IU EMPLOYEES

## How Can Staff/Temporary Employees Remain in Pay Status



Employees who are exhibiting signs of COVID-19 should NOT be on campus. Supervisors should immediately send home any employee who is exhibiting symptoms. Employees may be able to telework, but should not be expected to if they are ill. Visit the IU Human Resources FAQ at [hr.iu.edu/relations/coronavirus.html](http://hr.iu.edu/relations/coronavirus.html) for additional information.

EMPLOYEE STATUS	EMPLOYEE CATEGORY			
	Support and Service Staff (CL, NU, NA, PN, RS, SS, TE, GS, LE, SM)	Non-Exempt Professional Staff (PAO)	Exempt Professional Staff (PAE)	Temporary Staff (including Students)
<b>Working On Campus</b> (On-Campus Essential employees only) <i>Effective March 25</i>	Premium Pay <sup>1</sup>	Premium Pay <sup>1</sup>	Regular Pay	Premium Pay <sup>1</sup>
<b>Working Remotely (Telecommuting)</b> (including balancing family care needs)	Regular Pay	Regular Pay	Regular Pay	Regular Pay
<b>Off—Cannot Work On Campus or Telecommute</b> <i>Effective March 23</i>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>
<b>Off—COVID-19 Reason</b> (tested positive, exhibiting symptoms, caring for family, etc.) <i>Effective March 23</i>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>	COVID-19 Pay <sup>2</sup>
<b>Off—Non-COVID-19 Reason<sup>3</sup></b> (have own accrued paid time off available) <i>Effective March 10</i>	Vacation Time (VNL), Income Protection Time (Sick Time), Holiday Hours, Comp Time	Paid Time Off (PNL), Sick Bank, Holiday Accruals, Comp Time	Paid Time Off (PNL), Sick Bank, Holiday Accruals	N/A (will not receive pay)
<b>Off—Non-COVID-19 Reason<sup>3</sup></b> (NO accrued paid time off available) <i>Effective March 10</i>	Absent Without Pay with Time Off Accruals (AWB)	Absent Without Pay with Time Off Accruals (AWB)	Absent Without Pay with Time Off Accruals (AWB)	N/A (will not receive pay)
<b>Off—Non-COVID-19 Reason<sup>4</sup></b> (on paid leave including Paid Parental Leave, Injury Leave, or Worker's Comp)	Respective Leave Code	Respective Leave Code	Respective Leave Code	N/A (will not receive pay)

<sup>1</sup> Until further notice, premium pay will be time and a half for all non-exempt employees while they are working on campus beginning March 25.

<sup>2</sup> COVID-19 Pay will provide employees pay at their regular rate for all hours missed during their standard workweek. Temporary employees, including student employees, will receive compensation through the planned end date of their employment, the end of the COVID-19 outbreak, or the remainder of the academic year (June 30, 2020), whichever comes first. Staff employees using COVID-19 Pay will accrue time-off at the same rate they would if receiving their regular pay. For more information on COVID-19 Pay, including which codes to use, [click here](#).

<sup>3</sup> These employees are off work for potentially, their own vacation, illness not related to COVID-19, etc.

<sup>4</sup> These employees are off work on paid leave including Paid Parental Leave, Injury Leave, or Worker's Compensation.