



# “On-Campus Essential” Employees, per COVID-19 Policy

The guiding principle behind determining “On-Campus Essential” employees is to limit individuals who must work on campus to the smallest number possible, per public health guidance.

“On-Campus Essential” employees, for the purposes of the COVID-19 policy, are those individuals who support one of the “On-Campus Essential” services, as listed below, and who can perform these duties only by physically being on campus, either full-time or periodically.

Employees who are not designated as “On-Campus Essential” per the COVID-19 policy are not permitted to travel to campus to complete their work, even if it would be more convenient or comfortable to work on campus.

The determination of “On-Campus Essential” services and “On-Campus Essential” employees is subject to change as the COVID-19 situation develops further.

## **“On-Campus Essential” Services**

1. Research
2. Teaching
3. Public Health and Safety
4. Facility service and maintenance
5. Food and residence hall support
6. Technology operations
7. Mail services for critical business
8. Healthcare operations
9. Student health and counseling centers
10. Other similarly critical functions as determined by provost/chancellors, and vice presidents

## **Determination of “On-Campus Essential” Employees**

Decisions regarding the determination of “On-Campus Essential” employees for the purpose of the COVID-19 policy are to be made by the appropriate dean, provost/chancellor, or vice president for that unit or campus in accordance with this guidance.

## **Examples of “On-Campus Essential” Employees**

- Faculty and staff performing research that requires a physical presence on campus, per guidance from Office of the Vice President for Research <https://research.iu.edu/coronavirus>
- Faculty members preparing for or delivering on-line courses when it is impossible to do so from home.
- Police officers and other public safety officials
- Service and maintenance employees, and their supervisors, responsible for the most critical support of campus facilities and grounds
- Technology staff members who need to maintain the university’s technology infrastructure and who can do so only by physically being on campus
- Individuals who are responsible for critical business, infrastructure, contractual, or legal obligations that cannot be maintained remotely.

## **Compensation**

- "On-Campus Essential" employees who are classified as exempt (faculty, academic appointees, and PAE employees) will be paid their base salary for work performed on campus or off campus.
- "On-Campus Essential" employees who are classified as non-exempt (support, service, PAO, PAU, and temporary employees) will be paid at a rate of 1.5 times their regular hourly rate for the hours worked on campus.
- Employees who perform their work remotely will be compensated at their regular rate of pay.
- Employees who are unable to perform their work remotely and who are not permitted to work on campus, will continue to receive their regular compensation.