

COVID-19 Policy

UA-20

About This Policy

Effective Dates:

03-25-2020

Last Updated:

03-25-2020

Responsible University Administrator:

Vice President for Human Resources

Policy Contact:

IU Human Resources

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Scope

This policy applies to all Indiana University employees, including all [Academic Appointees](#) (including graduate students), [Staff](#), Student Employees, and [Temporary Employees](#) as defined below (“[All Employees](#)”).

Policy Statement

The COVID-19 outbreak and the public health need for social distancing as Indiana University continues to provide education to our students has created a unique challenge to our employees. Therefore, Indiana University is taking the following measures to provide for the health and safety of our entire campus community while continuing to provide educational services, conduct essential research, provide medical services to our students and the community, and perform other essential services.

Reason For Policy

This policy:

1. Assures All Employees that they will have an income through the earlier of: a) June 30, 2020; b) until Indiana University is able to return to normal operations in accordance with all public health and governmental orders; or c) the end of their term of employment;
2. Provides guidance on which services provided by Indiana University are [Essential Services](#);
3. Provides guidance on how decisions will be made as to which employees need to be physically present to provide the Essential Services;
4. Assures All Employees who are required to conduct Essential Services that Indiana University will provide a safe working environment given these difficult circumstances; and
5. Provides premium pay at their base rate plus an additional half time for hours actually worked to those non-exempt Staff employees ([support](#), [service](#), [PAO](#), [PAU](#), [temporary](#)) who are designated [On-Campus Essential employees](#) and who must work on campus to provide Essential Services during a period designated by the university president or designee(s).

Procedure

1. **Essential Services**

- a. Governor Holcomb's [Executive Order of March 23, 2020](#) designated universities as essential infrastructure for the state's continued operations. Facilitating distance learning, performing critical research, and performing essential functions are necessary to the university. Therefore, all duties related to providing distance learning and performing critical research are permitted to continue on campus. In addition, all medical clinical services are permitted to continue. A number of other functions are also essential.
- b. Each individual campus, school, or business unit of the university is in the best position to determine which functions are Essential Services and which employees must perform those duties on campus in order to provide those Essential Services. Thus, the provost/chancellor, the dean of each school, and the vice president who leads each department or business unit is given the authority to determine which employees must report to work in person.

2. Employees Who Are Able to Work Remotely

- a. All Employees who are able to work remotely are expected to do so. An employee working remotely who takes personal time off and who is subject to personal time off reporting requirements, are required to accurately record their time off.
- b. All Employees who work remotely will receive their regular pay, even if they are unable to fully complete their normal work duties due to illness, a need to care for minor children under the age of 18 whose school or daycare has been closed, or any other restriction on their ability to work which results from the COVID-19 outbreak.
- c. Regular pay will be provided during this time according to normal pay periods and pay dates.

3. Employees Who Are Not Able to Work Remotely and Are Not Essential

- a. Academic appointees, Staff, and Temporary Employees who are unable to complete their work remotely and whose job duties are not determined to be Essential, will continue to receive their full regular pay for the time they were scheduled to work.
- b. Regular pay will be determined by averaging the number of hours worked during the prior six months times the hourly rate. Pay will continue until the earlier of the following:
 - The end of their term of employment;
 - Until June 30, 2020; or
 - Until Indiana University is able to return to normal operations.
- c. Regular pay will be provided during this time according to normal pay periods and pay dates.

4. On-Campus Essential Employees

- a. All Employees whose job duties require a physical presence on campus to complete their job duties will be advised by their supervisor whether their job duties are "Essential Services."
- b. Employees whose job duties are Essential Services and require a physical presence on campus, will be expected to report for work when required and as directed by their supervisor. Every effort will be made to maintain a six-foot per person social distancing requirement to the greatest extent possible.
- c. Non-exempt Staff employees (Support, Service, PAO, PAU, Temporary) who provide Essential Services and are required to work on campus will receive premium pay equal to their base rate plus an additional half time for hours actually worked.
- d. Academic appointees and exempt Professional Staff (PAE) who provide Essential Services and are required to work on campus will continue to receive their regular compensation.

5. Work and Travel Restrictions

- a. The university and units have the authority to require sick employees to leave work or not return to work until healthy.
- b. The university will follow requirements of local, state, and federal health agencies, which may include quarantine periods when an employee is not allowed on campus. The university also follows recommendations of local, state, and federal health agencies, but may depart from or modify such recommendations as they apply to the university setting.

- c. The university may restrict domestic or international travel of employees based on state and federal travel advisories.

Definitions

On-Campus Essential Employees -- An on campus essential employee is an employee in a position in which they are required to work on campus during an adverse event in order to meet essential campus or university functions, as determined by university Vice Presidents, Deans, and Chancellors.

Staff Employees

Support Staff – Include the classifications of Clerical (CL), Nursing (NU), Medical Assistant (NA), Licensed Practical Nurse (PN), Research Technician (RS), Support Staff (SS), and Technical (TE).

Service Staff – Include the classifications of General Supervisor (GS), Law Enforcement (LE), and Service Maintenance (SM).

Professional Staff – Include the classifications of professional exempt from overtime (PAE), professional not exempt from overtime because of duties (PAO), professional salaried not exempt from overtime (PAU).

Temporary employees – Include the classification of temporary with retirement (HP), temporary regular (HR), temporary student (HS) and temporary workstudy (WSU).

Academic Appointees: Includes 10-month, 12-month, and graduate student academic appointees.

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

Related Information

[Executive Order 20-08](#)