

Adverse Weather

HR-11-20

About This Policy

Effective Dates:

11-01-1979

Last Updated:

11-30-2022

Responsible University Administrator:

Vice President and Chief Human Resources Officer

Policy Contact:

[IU Human Resources](#)

askHR@iu.edu

Scope

This policy applies to all staff and part time positions.

Policy Statement

1. It is not expected that campuses close for adverse weather. However, there may be occasions due to weather conditions when certain staff and part time employees cannot travel to work, may need to leave early or work remotely.
2. Staff and part-time employees are expected to use their best judgment if adverse weather creates extreme travel hazards when traveling to or from the workplace. They should not endanger themselves nor ignore the statements of local officials about traveling during adverse weather.
3. If adverse weather conditions are widespread and extremely severe, the campus chancellor or provost, in consultation with designated University senior management (the President, Vice President of Human Resources, Vice President for Capital Planning and Facilities, Associate Vice President for Public Safety and Institutional Assurance and Superintendent for Public Safety or their designees) may determine that the campus should be declared in a state of limited operations.

In university locations where there is not a chancellor or provost, such as at IU Ft. Wayne, IUPUC, and the regional medical school campuses, the determination to declare a state of limited operations is made by the leader at that location with input from their associated Vice President and the relevant offices noted above.

When the campus is declared in a state of limited operations:

- **Non-essential** staff and part time employees 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.
 - **Essential** staff and part time employees will be required to work on campus to ensure immediate and necessary functions are provided. It is expected that essential employees report to campus for work and they will be notified of this designation in advance by their supervisor.
1. For payroll purposes, an official start and end time for limited operations will be established by the campus. Premium pay for essential employees and adverse weather pay for non-essential employees is only available for the hours that the campus was in limited operations.
 2. A campus declared in a state of limited operations does not necessarily mean this policy applies to employees working at locations outside the immediate campus area. In addition, cancellation of classes does not necessarily mean that the campus has been moved to limited operations.

Reason For Policy

This policy communicates options for time off and compensation during occasions of adverse weather or severe travel hazards.

Procedure

When it appears that campus may move to limited operations due to weather, employees are requested to follow local news sources or visit the university's [Emergency Management and Continuity website](#) for campus-specific information. Employees can also sign up to receive alerts via [IU-Notify](#).

Before the adverse weather event, supervisors must notify essential staff and part time employees that they are required to work on campus. Essential staff and part time employees should have their supervisor's contact information in case they are questioned by law enforcement when traveling to or from the workplace during a travel advisory.

Campus remains open

Both essential and non-essential staff and part time employees who are required to, or chose to, work on campus during an adverse weather event when the campus remains open receive their regular pay; they do not receive additional compensation or time off.

If adverse weather conditions create severe travel hazards for non-essential staff and part time employees traveling to or from the workplace, the employee should make every effort to notify their supervisor if the employee cannot make it to work. The advance notice requirements for the use of time off will be waived.

Non-essential staff who have work that can be completed remotely and have the technology to do so, should be permitted to do so. Some tasks may not require a full day of work or employees may have other obligations. Flexibility from supervisors is encouraged. The following time off options are available in these circumstances:

1. Non-Exempt (excluding PAO and PAU) staff have the choice of using vacation, income protection time under the emergency provision, compensatory time, absent without accruals, or with supervisory approval, the work may be made up on an hour-for-hour basis during the same week so that the employee will not suffer loss of pay.
2. Non-Exempt PAO and PAU staff employees
 - PAO staff may use PTO, PTO sick leave, compensatory time, or with supervisory approval, the work may be made up on an hour-for-hour basis during the same week.
 - PAU staff may use PTO, PTO sick leave, or with supervisory approval, make up the work on an hour-for-hour basis during the same week.
3. Exempt staff may work a different schedule, with supervisory approval, or use PTO.
4. All staff employees may be absent without pay (AWB) and still accrue time off; this is in lieu of charging the absence against items listed above.
5. For part time employees, absences due to extreme travel hazards are without pay, or with supervisory approval, the employee may make up the work and hours during the same workweek.

Campus is declared to be in a state of limited operations

When deemed necessary, designated university senior management will declare the campus is in a state of limited operations and has transitioned to remote work wherever possible. In this case, only essential employees should report to campus.

Essential staff and part time employees

Non-exempt (excluding PAO and PAU) staff employees required to report to campus will receive their regular pay for the hours worked (RGN). The employee will also receive one of the types of premium compensation listed below, to be determined by the department head.

1. Pay at the rate of one and one-half times the hourly rate for those hours the campus is officially in limited operations.
 - a. Adverse Weather premium earnings are included in the calculation of the overtime (FLSA) rate.

2. Time off at the rate of one and one-half times the hours worked when the campus is officially in limited operations. Exempt staff and non-exempt PAO and PAU staff who are required to work either remotely or on campus during an adverse weather event receive their regular pay; they do not receive additional pay or time off.

Part time employees required to work when the campus is in a state of limited operations due to adverse weather receive pay for the hours worked plus additional pay at the rate of one and one-half times the hourly rate for those hours the campus is officially in limited operations.

Non-essential staff and part time employees

For those hours the campus is in a state of limited operations, non-essential staff, who have work that can be completed remotely and have the technology to do so, are expected to work, regardless of having a remote work arrangement. They will be compensated at their regular pay rate (RGN). For any non-work time during the workday, staff will use adverse weather pay (WTH) as needed. This may include personal tasks such as childcare, snow removal, etc. Flexibility in these circumstances is encouraged.

Non-essential staff who are unable to work remotely will receive adverse weather pay (WTH).

Examples of when non-essential staff employees would not receive adverse weather pay (WTH) include:

1. When an employee is off work on vacation, sick time, a leave of absence, etc.
2. When the campus is in limited operations during a non-working time or on a non-workday for the employee.

Part time employees who cannot work remotely will not receive pay, or with supervisory approval, the employee may make up the work and hours during the same workweek.

Definitions

Adverse Weather: weather (such as snow, tornados, floods, etc.) which cause unsafe travel and/or working conditions.

Essential Employee: an employee in a position, previously designated by management, who is expected to work on campus during an adverse weather event in order to meet immediate and necessary campus or university functions. Types of essential employees may vary by campus, circumstances and time of year.

State of limited operations: the campus has transitioned to remote work operations, and only essential employees should report to campus.

Sanctions

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

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History

November 2022

Updated to reflect remote work options for staff and part time employees and create a new designation of "limited state of operations".

June 2022

Updated "temporary" employee nomenclature to "part time".

January 2022

Updated based on PTO policy change.

February 2021

Updated the staff employee group terms due to Job Framework Redesign Project.

November 2017

Updated to remove PAS salary plan.

September 2017

Updates to the overtime (FLSA) explanation.

December 2016

Revised to add PAS salary plan.

January 2016

Replaces the following policies:

Union or Employee Group	Policy
AFSCME Police	Adverse Weather
AFSCME Service	10.2 - Adverse Weather Conditions
CWA	4.2 - Adverse Weather Conditions
Professional Staff and Support and Service Staff not Covered by a Union	8.3 - Adverse Weather
Temporary	5.5 - Adverse Weather Conditions