This policy has been modified on an interim basis through the end of AY 2019-20 to include academic appointees, articulate potential work and travel restrictions, and update definitions.

Pandemic Emergency Policy
HR-11-40

About This Policy

Effective Dates:
09-01-2009

Last Updated:
03-12-2020

Responsible University Administrator:
Vice President for Human Resources

Policy Contact:
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Scope

This policy applies to all Indiana University employees, including all Academic Appointees, Staff and Temporary employees.

Policy Statement

This university personnel policy for Staff and Temporary employees is applicable when the Indiana University president or his designee declares a pandemic emergency for the university on one or more of its campuses. Provisions of this policy may be implemented on a full- or partial-campus basis or university-wide basis.

Reason For Policy

1. During a pandemic, the university could experience increased absences due to illness, caring for ill family members, fear, public school closings, quarantines, and campus closings.

2. Indiana University has developed plans for a potential influenza pandemic crisis, including the development of this University Personnel Policy for Staff and Temporary employees. This policy is designed for various scenarios that are likely to involve combinations of the following elements:
   a. High rates of absenteeism affecting the ability of university departments to function.
   b. The cancellation of either all or a significant number of classes on a campus which otherwise remains open.
   c. The closing of university housing on a campus which otherwise remains open.
   d. The closing of a campus for a period of time.

Procedure

1. When a Campus Remains Open During High Rates of Absenteeism
   a. When a campus remains open during a pandemic emergency, employees will continue to cover absences in accordance with the existing policies for the use of income protection (sick) or vacation for support and service staff and PTO or PTO sick leave for professional staff, with the following exceptions.
1. The annual limits on the usage of Vacation and PTO are waived for the period covered under the declared pandemic emergency. There are no annual limits on the use of Income Protection and PTO Sick Leave.

2. The advance approval requirements for the use of Vacation and PTO are waived for the period covered under the declared pandemic emergency.

b. Employees are expected to notify their supervisor prior to any absence in accordance with University personnel policy and departmental procedures.

c. If paid time-off benefits have been exhausted, then the time away from work is recorded as absent-without-pay and without accrual of time-off benefits (ABS).

d. Attendance program provisions or disciplinary actions due to absences without pay are waived for the period covered under the declared pandemic emergency.

2. When Part of a Campus Is Closed or Some or All Classes Are Cancelled

a. When specific buildings on a campus are closed or some or all classes are cancelled but part of the campus remains open during a pandemic emergency, Staff and Temporary employees in units that are affected by the closing or cancellation of classes will be assigned an alternative work assignment or location to the extent the University determines feasible.

b. If an alternative work assignment or location is available and the Staff employee chooses not to accept it, the employee is to cover the time away from work with accrued time-off benefits or be absent-without-pay and without accrual of time-off benefits (ABS) if time-off accumulations are exhausted.

c. If no alternative work assignment or location is available, the employee is to cover the time away from work with accrued time-off benefits or be absent-without-pay and with accrual of time-off benefits (AWB) if time-off accumulations are exhausted.

d. The Discretionary Leave Policy, the Military Leave Policy, and the Family and Medical Leave Act (FMLA) Rights Policy will continue to apply to leaves covered by these policies.

1. This applies whether an employee is on a leave when the pandemic emergency is declared or if a leave begins after the pandemic emergency is declared.

2. If an employee’s work unit is closed due to the pandemic emergency when the employee’s leave ends, the provisions of paragraphs 2.b and 2.c apply.

e. These paid time off provisions will not apply to Temporary employees. Temporary employees are not paid for time away from work.

f. Academic appointees on either 10- or 12-month appointments may take sick leave pursuant to ACA-49 and, if eligible, Paid Family Leave, pursuant to ACA-50 or ACA-51 (for academic appointees at the Indiana University School of Medicine). In addition, academic appointees on a 12-month appointment may take available vacation time pursuant to ACA-46.

g. The provisions in the above section, “Policies when a campus remains open during high rates of absenteeism,” apply to those parts of the campus that remain open.

3. When an Entire Campus Is Closed

a. When an entire campus is closed due to a declared pandemic emergency, all Staff employees who would otherwise be working if not for the closing will be paid and will not be required to use accumulated time-off benefits for the duration of the emergency closing up to 15 calendar days. Following the initial 15 calendar days, the President will evaluate the situation and make a determination if this provision is to be continued and if so, for how long. This provision does not apply to Temporary employees.

b. The Discretionary Leave Policy, the Military Leave Policy, and the Family and Medical Leave Act (FMLA) Rights Policy will continue to apply to leaves covered by these policies.

1. This applies whether the employee is on the leave when the pandemic emergency is declared or if the leave begins after the pandemic emergency is declared.
2. If the campus is closed due to the pandemic emergency when the employee’s leave ends, the employee will be placed on active pay status under the conditions of paragraph 3.a.

c. For employees officially designated as Essential and required to work on campus during a campus closing:
   1. Support, Service, PAO Professional, and PAU Professional Staff, and Temporary employees will receive their base rate plus an additional half time for hours actually worked.
   2. PAE Professional Staff will receive their base salary. In the event of extraordinary work activities, PAE Staff may receive a lump-sum bonus payment, if requested by a Campus Provost or Chancellor or Vice President, with approval of the President.
   3. “Essential” means the same as “critical” as referenced in the Indiana University Pandemic Plan.

d. When the campus reopens, the regular polices and base rates and use of time-off benefits will be reinstated for absences occurring thereafter.

4. Telecommuting Guidelines
   a. The existing Telecommuting Guidelines have been modified to provide an abbreviated set of guidelines to use when implementing the full guidelines is not practical. The new Telecommuting Guidelines during Emergencies or Adverse Situations provide procedures for departments to approve the performance of work away from the campus when all or part of the campus is closed for temporary periods of time.
   b. Staff and Temporary employees who are telecommuting during a declared pandemic emergency will receive their normal base rate or salary for the time worked.
   c. Academic appointees will be notified as to whether and to what extent the university will implement remote instruction in order to provide continuity to the university’s academic program and to facilitate students’ academic progression and graduation.

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.

6. Impact of a Declared Pandemic Emergency on the FMLA Policy
   Time during which a unit or campus is closed due to a declared pandemic emergency does not count against the 12 week annual limit of FMLA leave.

Definitions

Pandemic: The worldwide spread of a disease.

Communicable Disease: A disease that is spread from one individual to another through a variety of ways, including contact with blood and bodily fluids, breathing in an airborne virus, direct contact with infectious humans, animals, or vectors (insects), or contact with contaminated surfaces.

Sanctions

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

History

November 2017
Updated to remove PAS salary plan.

**December 2016**
Revised to add PAS salary plan.

**March 2020**
Revised to include academic employees, articulate potential work and travel restrictions, and update definitions.