

Human Resources **Announcement**

For Bloomington Employees, Managers, and Department Heads

Adverse Weather Policy for Staff Employees

The University does not normally close during adverse weather, although there will be times when certain employees cannot travel to work, may arrive late, or may need to leave early.

Employees are expected to use their best judgment when traveling to or from work and should not endanger themselves nor ignore the statements of local officials.

If adverse weather conditions cause extreme travel hazards to or from work:

- The employee should make every effort to notify his/her supervisor.
- The advance notice requirements for use of time off will be waived.
- Support, Service, PAO and PAU Staff may use accrued time off or, with approval, may make up the work time during the same week.
- PAE Staff absent for a full work day may use accrued PTO.
- Staff employees, at their option may be absent without pay, and with benefit time accrual, in lieu of charging the absence against time-off accruals.

If adverse weather conditions are extremely severe, the Provost may close the campus and announce on local radio stations that employees are not to report to work. **(The cancellation of classes does not mean that the campus is closed.)**

- Staff who would normally be at work during the hours that the campus is closed and who were not already scheduled off are eligible for regular pay for the absence.
- There are some essential jobs which must be performed during such circumstances. Supervisors are to notify employees in such jobs of this requirement and to contact Risk Management at 855-5217 to have Emergency ID cards issued.
- Compensation for Staff required to work: Support and Service Staff receive their regular pay plus time and one half additional pay or time off; Hourly staff receive their regular pay plus time and one half additional pay; PA Staff receive their regular pay but do not receive any additional pay or time off.

Employees are advised to listen to local radio stations for information, or **call the University's emergency information number at 1-877-482-5486, or visit the Emergency Information Web Site: <http://emergency.service.indiana.edu>.**

Note: All absences from work for Hourly employees are without pay.

University Human Resource Services
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