



Personnel Policy 5.4

Adverse Working Conditions

Staff covered by this policy

This policy applies to Service Maintenance employees at South Bend.

A. Adverse weather conditions

It is not expected that the University will close, although there will be times because of weather when certain staff members cannot travel to work or may need to leave early. Because it is the policy of the University to operate at all times, employees are expected to report for duty unless notified otherwise.

1. If adverse weather conditions create extreme travel hazard for a staff member traveling to or from the workplace:
 - a. The person should make every effort to notify the departmental supervisor, and
 - b. The department may authorize use of eligible vacation, previously accrued compensatory time, income protection time, or it must be made up during the same workweek in order that the staff member will not suffer loss of pay.
 - c. Employees may request absence without pay, with benefits, in lieu of charging the absence against items above. (See the Absences with or without Pay/Benefits policy).

B. Campus Closing

1. If adverse weather conditions are widespread and extremely severe, a campus Chancellor, Dean, or Vice President may determine that a campus should be closed. When a campus Chancellor, Dean, or Vice President does close a campus, the President's Office is to be notified promptly.
2. Procedure for IUSB campus closing and reopening:
 - a. Staff should call the main IUSB phone number: (574) 520-4872 for a recorded message about official closing and reopening times for staff. Media reports on closing and reopening of classes for students do not constitute official closing and reopening times for staff, since staff shifts and work schedules can fall on days and at times when classes for students are not scheduled. For payroll purposes, the IUSB Chancellor will establish an official time of closing and reopening.

- b. The campus normally reopens on the subsequent working day (i.e., the day in which an employee's shift ends), and employees should return to work at the beginning of their regular shifts. In the event of continuing poor weather, the IUSB Chancellor may announce an official reopening time that falls between normal shifts.
3. Essential employees who are required to work will be allowed time and one-half additional time off, or pay, as determined by the department head. Supervisors will notify employees in advance which jobs may be subject to these essential requirements.
4. When a campus is closed, *pay continues for all staff for whom the closing occurs on a scheduled workday. Examples of situations where employees would not receive adverse weather pay include vacation, sick time, a leave of absence, or a non-work day. Staff do not have to charge the absence to an allowance or make up time. An absence charged to weather should be coded on the payroll voucher.*

C. Adverse working conditions

1. In the event that conditions make it impossible or impractical for staff members to work, they may be released by their department head for the balance of that workday with no loss of pay. Such releases must be cleared with the appropriate Chancellor or Vice President.
2. Should the closing extend beyond that day, or come at a time that allows notice prior to employees reporting to work, staff members will be required to make up the lost time or apply it against time off.
 - a. Making up lost time
 - i. Any make-up time should be reported on the Payroll Voucher and a memo of explanation attached.
 - ii. Make-up time will be assigned by the department head and credited on an hour-for-hour basis. It must be completed during the same work week of the incident.
 - iii. Staff members leaving university employment prior to making up the time should have this fact noted on the Payroll Voucher so that final paychecks can be adjusted appropriately.
 - b. Applying against a category of time off
 - i. Vacation accrual
 - ii. Accrued compensatory time, including holiday comp time
 - iii. Income protection time as provided under "emergency" provisions

3. In some cases, it may be possible to assign staff members to work at a different campus location.
4. Absence with benefits but without pay shall be approved by the Supervisor for appointed employees who request this option in lieu of charging the absence against a category of time off described above.

