Campus Weather Closures: Protocol for Professional Staff Working Remotely

Indiana University’s HR Policy, “Adverse Weather,” PA/SS 8.3 includes “expectations for work during occasions of bad weather or adverse road conditions and time off for when campus is closed” for Professional Staff employees, among others.

Under the policy, Professional Staff (i.e., PAE) may be required to work “either remotely or on campus during an adverse weather event.” Those required to work “receive their regular pay; they do not receive additional pay or time off.”

This campus protocol supplements PA/SS 8.3 by providing additional guidance for those IU Northwest Professional Staff employees who work remotely during a campus closure due to adverse weather.

Selection:

1. Supervisors will determine in advance the professional staff colleagues within their areas who are asked to work remotely, in order to assure that essential work and coverage is accomplished during a campus closure due to adverse weather. It is recognized that, during a weather emergency, colleagues will not have full access to resources, facilities and working environments to which they are accustomed on campus and assignments and expectations are adjusted accordingly.

2. Supervisors then will recommend those who they determine should work remotely up through department leadership and, ultimately, to the Responsibility Center (“RC”) head. The RC head has final approval authority.

3. Notwithstanding #1 and #2, circumstances may exist when Professional Staff may be required by their supervisors to work remotely, even though they may not have been previously designated. In these instances, supervisors will recognize that the work to be performed may be limited, depending on the adequacy of the resources available to the employee to work remotely. It is the intent of this campus policy that employee and supervisor communicate to clearly determine what is expected of the employee when working remotely and that the employee has the resources necessary to successfully complete the necessary work.
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Functional Responsibilities:

1. Supervisors will determine in advance the functional responsibilities to be performed by each professional staff member designated to work remotely. For example, in order to meet important campus needs, Professional Staff employees may be required to answer/respond to departmental telephone calls and email messages, do project work on Onestart, and/or perform other specific projects that can reasonably be expected to be performed remotely.

2. Supervisors should confirm that those selected to work remotely during an adverse weather event have the equipment/technology access that they need to be successful (based on the specific functional responsibilities required to be performed).

3. Supervisors are responsible to ensure that full data security and confidentiality precautions are in place when colleagues are asked to work remotely.

4. Professional Staff employees required to work at home are expected to have with them their One Time Personal Token (“OTP”), if necessary to work effectively remotely and with the expressed approval of the supervisor.

Notification:

1. Those professional staff members identified to work remotely will be formally notified in advance by their supervisors of their status and of the specific functional responsibilities that they are expected to perform remotely.

2. Upon approval by the Chancellor, this protocol will be announced to the campus, become part of the annual adverse weather announcement and be posted on the campus policies website that is maintained by the Office of Administration.