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**Policies for Service Staff Employees**  
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

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Establishing a Staff Position

A. Scope
This policy applies to all Staff and Temporary positions.

B. Policy Statement

1. It is the policy of Indiana University that if a position is expected to require at least 1,508 hours or more of work in a calendar year, then the position is to be established as a Staff position following normal campus and university procedures. [Establishing a Staff Position Pol 1.]

2. It is the policy of Indiana University that if a position is expected to require less than 1,508 hours of work in a calendar year, then the position may be established as a Staff position if (1) the position is needed for at least ten months in a twelve month period, (2) is at least half-time, 50% FTE, and (3) funds are available before establishing it as a Staff position. [Establishing a Staff Position Pol 2.]

C. Reason for Policy
This policy provides the criteria and the procedures for establishing Staff positions. The 1,508 hour threshold is based on the Board of Trustees directive for establishing Staff positions. [Establishing a Staff Position Reason for Policy in spirit]

D. Procedures

1. The steps for establishing a Staff position are: [Establishing a Staff Position Pro 1.]

   a. A current **Position Description** must be on file with the campus human resources office before listing the job internally or externally. [Establishing a Staff Position Pro 1.a. in spirit]
b. Obtain approval for establishing the new position using procedures specific for the campus. [Establishing a Staff Position Pro 1.b.]

c. Options include establishment on a 12-month or 10-month basis and from 50% to 100% FTE. [Establishing a Staff Position Pro 1.c.]

d. If the position is going to be established as a 10-month position, follow the procedures at hr.iu.edu/salary/10month.htm. [Establishing a Staff Position Pro 1.d.]

e. Follow the position classification procedure described in the appropriate policy, as it applies to the campus: [Establishing a Staff Position Pro 1.e.]

   i. Position Classification/Reclassification for Support and Service Staff Positions [Establishing a Staff Position Pro 1.e.i.]

   ii. Principles and Guidelines for Professional Staff Positions [Establishing a Staff Position Pro 1.e.ii.]

f. Contact the campus human resources office to begin recruitment for the position. Provide an alternate format of the position announcement if an individual with a disability requests one. [Establishing a Staff Position Pro 1.f. in part] [Posting a Position Steps prior to posting 7.]

E. Definitions
Staff positions are defined as budgeted line positions and are eligible for such benefits as health care, life insurance, the IU tuition benefit, vacation, and other paid time off benefits, depending on the FTE status of the position. [Establishing a Staff Position Definitions]

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

G. Web Address for this Policy
hr.iu.edu/policies/uwide/establishing.html

H. Related Information
Temporary Positions hr.iu.edu/policies/temporary/positions.html

I. History
This policy replaces the existing policy titled “Establishing a Position” last revised on January 14, 2008. The principle changes are the addition of the procedures for establishing ten month positions and the removal of the sections containing the guidelines for employing persons on an temporary basis and when to establish an appointed position from a Temporary position. These last two sections are now covered in the new University personnel policy titled “Temporary Positions.”

J. Additional Contacts
Position Descriptions and Classification/Reclassification
UHRS
812-855-7321
salaryiu@indiana.edu
Recruitment/Filling Positions
UHRS
812-855-2173
iupers@indiana.edu
Position Classification
AFSCME (BL, IN, SB) 1.2

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Indiana University is committed to the principle of equal pay for equal work without regard to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Position Class/Reclass Pol 1.]

2. Position evaluation is the method used to determine the classification of a position at the University. The following broad factors are considered: [Position Class/Reclass Definitions 4. in part]
   a. Skill and ability demand inherent in the job [Position Class/Reclass Definitions 4. in part]
   b. Responsibility demand inherent in the job [Position Class/Reclass Definitions 4. in part]
   c. Physical effort demand inherent in the job [Position Class/Reclass Definitions 4. in part]
   d. Working conditions inherent in the job [Position Class/Reclass Definitions 4. in part]

3. The University retains the right to eliminate, change and establish classification levels or salary grades. In the event a new position is established, or an existing position is changed, the campus Human Resource office shall classify the position within the Salary Schedule and will identify an appropriate rate of pay. [Position Class/Reclass Pol 2.]
C. Procedures

NOTE: A University-wide classification and compensation study is underway (July 2012) for all Service Staff positions. When this project is completed and a new program is implemented, there will be new procedures published which will contain a review process. During the interim, the established practices will remain in effect. UHRS will continue to apprise and discuss the program with the union as it progresses.

1. Any time that an incumbent and supervisor feel a position has changed significantly, a re-evaluation request should be initiated by the supervisor. [Position Class/Reclass Pro Position Reclassification 2. in spirit]

2. A request for a classification review should be sent to the campus Human Resources office with the following information: [Position Class/Reclass Pro Position Classification 1. in spirit]
   a. The title and position number of the position to be reviewed [Position Class/Reclass Pro Position Classification 1. in spirit]
   b. Source of funds if a salary increase is contemplated [Position Class/Reclass Pro Position Classification 1. in spirit]
   c. Up-to-date Position Description [Position Class/Reclass Pro Position Classification 1. in spirit]
   d. Up-to-date Organization Chart for the unit [Position Class/Reclass Pro Position Classification 1. in spirit]
   e. The recommended effective date of any salary grade change [Position Class/Reclass Pro Position Classification 1. in spirit]

3. The campus Human Resources office will evaluate the position, using the position description and interviews, if needed, and assign an appropriate salary grade for the position. [Position Class/Reclass Pro Position Class 2.a. – c. in part in spirit]
   a. When the review is complete, the campus Human Resource office will notify the department with the results. [Position Class/Reclass Pro Position Class 3.]
b. The department is to notify the incumbent of the review results. [Position Class/Reclass Pro Position Class 4.]

4. At Bloomington, if the campus Human Resource office feels that the duties of a position support changing its classification to a different functional group, it will provide the union local president or designee one week to provide input and consider any information that the union submits, before making its decision. [Position Class/Reclass Pro Reclassification to a Different 2.]

5. At IUPUI, AFSCME, Local 1477 is notified of SM job classification changes and the reasons for the changes. [Position Class/Reclass Pro Reclassification to a Different 2.b.]

6. A department head, supervisor, and/or incumbent may initiate an appeal in writing for reconsideration of a position classification. Requests must be submitted to the campus Human Resource office on the Classification Appeal Request form. [Position Class/Reclass Pro Reconsideration Request 1. in part in spirit] [Position Class/Reclass Pro Reconsideration Request 2. in part in spirit]

   a. The appeal request must be made within one month of receipt of notification. [Position Class/Reclass Pro Reconsideration Request 1.a.]

   b. Disagreements over a position classification are not subject to the Problem-Grievance Resolution policy. The campus Human Resource office decision is final. [Position Class/Reclass Pro Reconsideration Request 5.]

   c. Positions receiving this additional review cannot again request review for a period of one year, unless significant changes in duties and responsibilities occur. [Position Class/Reclass Pro Reconsideration Request 4.]

7. At Bloomington, in the event that a position is reclassified to a higher grade level, the incumbent shall receive any new pay increase to be effective the date the respective department head approved the associated new duties to take effect. If this effective date is prior to the date the position is officially reclassified, then the incumbent shall receive a lump-sum pay adjustment to make up for any difference in base salary.
8. At Bloomington, when an employee's position is reclassified to a position in a lower pay classification, the employee's pay rate will be frozen until it matches the "Full Rate" for the new classification. Until this occurs, any annual wage increase will be provided in the form of an additional pay. [Pay/Salary Setting Pol 9]

   a. The pay rates of employees who voluntarily choose a position in a lower pay classification, who choose a position in a lower pay classification due to a reduction-in-force, or who are placed in a lower pay classification due to lack of performance or qualifications, will receive a reduction in pay to the corresponding rate ("Entry Rate" or "Full Rate") in the lower range. [Pay/Salary Setting Pro Demotions 5.a.ii.]

   b. Employees whose classifications were changed and whose pay rates were not frozen (red-circled) prior to July 1, 2002, will continue to receive their salary increases as they did prior to July 1, 2002. (7/02)

9. Each supervisor should make a bona fide effort to have an up-to-date position description for each position under his/her control. In addition, a copy should be provided to each incumbent for his/her position. [Position Class/Reclass Pro Position Reclassification1.]

10. Reclassification from SM to PA: The following procedures are applicable for requesting reclassification of positions from non-exempt to exempt status: [Position Class/Reclass Pro Position Reclass and its subpart in spirit]

   a. The campus human resources office will review the descriptions, determine if exempt status is appropriate, and assign a classification level. HRMS documentation should then be completed by departments to effect rank code changes. [Position Class/Reclass Pro Position Reclass 4. in part]

   b. Requesting departments will be notified directly by the campus human resources office if jobs are determined to be non-exempt and are to remain in the SM ranks. An appeal procedure is available to resolve disagreement over non-exempt/exempt status. Appeals are to
D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Forms
Classification Appeal Request Form (Word)

F. Web Address for this Policy
hr.iu.edu/policies/sm-all/establish/position_classification.html

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

It is the policy of the University that when it intends to fill a vacant Service Maintenance Staff position, it will determine the level at which the position will be advertised (university-wide, campus-wide, the occupational unit, or the department) and to then advertise the position in a manner that will allow qualified individuals within that level the opportunity to apply. [Posting a Position Pol 1.]

C. Procedures

1. **Steps prior to advertising a position vacancy**

   a. Ensure that the campus Human Resources office has classified the position. (See the policy, Position Classification.) [Posting a Position Pro Steps prior to posting 2.]

   b. Ensure that the Position Description is on file with the campus Human Resources office before advertising the position and that the essential and marginal functions of the position have been identified. (See the policy, Establishing Staff Positions.) [Posting a Position Pro Steps prior to posting 3.]

   c. Decide at what level the position will be advertised: university-wide, campus wide, only within the position’s occupational unit, or only within the position’s department. (See below.) [Posting a Position Pro Steps prior to posting 5.d.]

   d. Coordinate all advertising with the campus Human Resources office before publication of any advertisements. [Posting a Position Pro Steps prior to posting 5.]

   e. Alternate formats of position announcements, if requested by an individual with a disability, shall be provided. [Posting a Position Pro Steps prior to posting 7.]

   f. Once it is determined by the administration to fill a vacant position, it will promptly be posted for bid as provided herein. [Posting a Position Pro Steps prior to posting 5.e.]
2. **Role of campus Human Resource office**

   a. All employment opportunities listed with the campus Human Resources office will be advertised on the University's On-Line Application (OLA) system. Job listings will be posted in all appropriate places within 48 hours of distribution. This listing includes full-time Temporary positions that might be expected to normally lead to Staff status. Each position should be listed for one week before it is filled. The posting will note the classification, pay grade, and shift. [Posting a Position Pro Posting a Staff Position Internal 1.b.]

   i. If a department expects that a Temporary job will lead to a Staff position, the department must contact the campus Human Resource office to discuss the need to advertise the position before making a commitment to employ. [Posting a Position Pro Posting a Temporary 3.]

   ii. During the advertising period, departments may fill the job with temporary help. [Posting a Position Pro Steps prior to posting 6.]

   b. All advertising outside the occupational unit of the open position, including trade or professional publications and employment agencies, must be coordinated with the campus Human Resource office. [Posting a Position Pro Steps prior to posting 5. in spirit]

   c. Departments pay for additional advertising for all positions. [Posting a Position Pro Advertising 2. & 2.a.]

   d. All advertising for positions must carry this tag line: Indiana University is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. [Posting a Position Pro Advertising 3.]

   e. At South Bend, prior to listing the job outside the occupational unit, the President of AFSCME, Local 1477-01 will be given a copy of the job posting to review and comment. The campus Human Resources office will consider any comments that are received from the AFSCME President within two days and make a final determination as to the content of the posting. [Posting a Position Pro Posting a Staff Position Internal 1.d.ii.1.]

3. **Filling a position from within the occupational unit or department**

   a. If a department plans to fill a position from within the occupational unit by promoting or transferring a Staff employee or at Bloomington, a Temporary with Retirement employee who has worked 12 months in the occupational unit, the position does not have to be listed on OLA with the approval of the campus Human Resource office. However, the position must be advertised within the unit to give all qualified employees an opportunity to apply. [Posting a Position Pro Posting a Staff Position Internal 1.] [Posting a Position Pro Posting a Staff Position Internal 1.d.i.1.]
b. At Bloomington, in departments with more than one Service Maintenance occupational unit, a position may be listed in the occupational unit of the opening only or in all the Service Maintenance occupational units in the department before the opening is listed in the campus-wide listing. Temporary with Retirement employees who have worked 12 months within these units may apply. [Posting a Position Pro Posting a Staff Position Internal 1.di.2.]

c. Copies of all job openings are available on OLA and will be electronically mailed to the AFSCME local on campus. [Posting a Position Pro Posting a Staff Position University-Wide 5.a.]

4. **Use of private employment agencies**

   a. No position will be listed with a private employment agency without clearance by the campus Human Resource office. Use of private employment agencies will be approved only if other means of recruitment have not been productive, or if there is a reasonable assurance that they will not be productive. [Posting a Position Pro Use of Private Employment Agencies 1. in part] [Posting a Position Pro Use of Private Employment Agencies 2. in part]

   b. When a position has been approved for listing with an employment agency, the employee may be reimbursed for one-half the agency fee after six months, provided the employee:

      i. Remains with the university for six months; [Posting a Position Pro Use of Private Employment Agencies 4.a.]

      ii. Does a satisfactory job; [Posting a Position Pro Use of Private Employment Agencies 4.b.]

      iii. Presents a receipt for fees paid to the agency. Any reimbursement must come from the employing department’s budget. [Posting a Position Pro Use of Private Employment Agencies 4.c.]

D. Sanctions

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

E. Web Address for this Policy

hr.iu.edu/policies/sm-all/employment/advertising_openings.html

F. Related Information

[Position Classification]
G. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Evaluation Period for New Employees
AFSCME (BL, IN, SB) 2.6

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of Indiana University that all new Service Maintenance Staff employees will serve an evaluation period to provide assurance that the person employed can satisfactorily fulfill the demands of the position. [Evaluation Periods for New, Promoted, and Transferred Employees Pol For New Employees 1.]

2. All new Service Maintenance Staff employees at the time of their appointment to a staff position with the University will serve a minimum evaluation period of four months. [Evaluation Periods for New, Promoted, and Transferred Employees Pro New Employees 1.a.]

3. During the new employee evaluation period, including any extensions, see the Problem-Grievance Resolution policy for the limitations on an employee’s eligibility to file a grievance. [Evaluation Periods for New, Promoted, and Transferred Employees Pro New Employees 3.]

4. During the new employee evaluation period, an employee shall have no seniority until the total evaluation period is completed. Upon the completion of the evaluation period, seniority is acquired as provided for in the Seniority policy. [Evaluation Periods for New, Promoted, and Transferred Employees Pro New Employees 2.]

5. The new employee evaluation period is not to be a part of any corrective action procedure. Therefore, once the evaluation period has been satisfactorily completed, an employee may not be placed into another
new employee evaluation period unless the employee leaves the university and is rehired. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Completing the Evaluation/Trial Period 2.]

C. Procedures
1. If it is decided at any time during the evaluation period not to continue the new Staff employee's employment, the campus Human Resource office is to be contacted to help determine if a basis for separation exists and whether there is the possibility of a transfer to other work better suited to the individual, before separation from employment occurs. Any transfer opportunities will be subject to the procedures contained in the Recruitment-Selection policy. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete the eval period 1.]

2. At the end of the evaluation period, supervision shall inform the employee as to whether the period has been satisfactorily completed or will be extended beyond the four-month period. In such cases, a department may extend the period no more than an additional two months for a total of a six-month evaluation period and inform the employee in writing with a copy to the campus Human Resource office. [Evaluation Periods for New, Promoted, and Transferred Employees Pro During Evaluation/Trial Period 2. in spirit] [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 1.b.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/employment/evaluation_new_employees.html

F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same
on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Outside Contractors
AFSCME (BL, IN, SB) 2.9

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend. [Outside Contractors Scope]

B. Policy Statement

1. It is the policy of the university administration to utilize its manpower, equipment and facilities to the fullest extent feasible. However, it is sometimes advisable to let contracts with outside contractors. Such occasions arise, among others, when peculiar skills are involved, the work to be performed cannot be economically or efficiently performed by using University personnel or equipment, or where deadlines cannot be met using University resources economically and efficiently. [Outside Contractors Pol 1.]

   a. State law requires that projects exceeding certain defined amounts must be done through a bid procedure. [Outside Contractors Pol 1.a.]

C. Procedures

1. When the University intends to contract with a private outside contractor to perform a substantial amount of work that has been exclusively and routinely performed by AFSCME bargaining unit employees as of the effective date of this policy, and this contracting out of work will directly and immediately result in substantial reduction of bargaining unit positions, the University will provide the Union with notice prior to a contract being awarded, except in cases of emergency. [Outside Contractors Pro 1.]

2. As in the past, the administration must reserve the right to make final determinations as to whether work shall be done by university personnel
or outside contractors. In making this determination, however, the administration intends to always keep the interests of University personnel in mind. Ordinarily, University personnel and equipment will be utilized whenever it is deemed advisable to do so. [Outside Contractors Pro 2.]

3. Employees in the bargaining unit will not be laid off as a result of the use of prison labor or any other individuals under the jurisdiction of county, state or federal judicial or penal systems. [Outside Contractors Pro 3.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/employment/outside_contractors.html

F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Promotions and Transfers
AFSCME (BL, IN, SB) 2.10
Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of the University to support the efforts of earnest and self-motivated employees to advance in employment by acquiring and/or improving those skills that would qualify them for higher-level positions. [Pay/Salary Setting Pro Promotion Introduction 2.] [Selection & Filling Pol 3.]

2. Employees interested in promotion or transfer must keep their employment skills inventories up-to-date with the campus human resources office.

3. Successful upward mobility for employees may be accomplished through a promotion within the department or by transfer and promotion within another department. Consequently, managers and supervisors are expected to consider employees for promotion within their own departments and to allow them opportunities to seek transfers to other departments. An atmosphere conducive to exploring promotion or transfer must be maintained. [Selection & Filling Pro General Pro 4.] [Pay/Salary Setting: Promotion and Reclassification Introduction 3.]

C. Procedures

1. See the Process for Recruitment and Selection policy for a description of the general procedures to use when filling a position.

2. Selections (including promotions and transfers) should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the position. These factors shall include, but not be
limited to the following which are not listed in rank order: [Selection & Filling Pro Making the selection 3.]

a. At Bloomington and IUPUI:
   i. Experience [Selection & Filling Pro Making the selection 3.b.]
   ii. Past performance [Selection & Filling Pro Making the selection 3.c.]
   iii. Job-related educational background [Selection & Filling Pro Making the selection 3.a.]
   iv. Ability and qualifications to perform the essential functions of the position with or without reasonable accommodation [Selection & Filling Pro Making the selection 3.d.]
   v. Attendance record over the last twelve (12) months (not including extended periods of sick leave of two weeks or more due to serious illness or injury or approved leaves of absence) [Selection & Filling Pro 3.e.]

b. At South Bend:
   i. Seniority [Selection & Filling Pro Making the selection 3.g.]
   ii. Experience [Selection & Filling Pro Making the selection 3.b.]
   iii. Past performance [Selection & Filling Pro Making the selection 3.c.]
   iv. Job-related educational background [Selection & Filling Pro Making the selection 3.a.]
   v. Ability and qualifications to perform the essential functions of the position with or without reasonable accommodation [Selection & Filling Pro Making the selection 3.d.]
   vi. Attendance record over the last twelve (12) months (not including extended periods of sick leave of two weeks or more due to serious illness or injury or approved leaves of absence) [Selection & Filling Pro Making the selection 3.e.]

3. When qualifications and capabilities are found relatively equal, employees should then be ranked in order of occupational unit seniority
date (in the occupational unit of promotion) first and University seniority date second. [Selection & Filling Pro General Pro 4. in part]

a. At Bloomington, for SM positions, employees in the SM functional classification are defined as having more seniority than employees in other functional classifications. [Selection & Filling Pro General Pro 4. in part]

4. Unless otherwise mutually agreed to by management, employee, and the union, and except for openings occurring in jobs of a unique nature requiring unusual skills and abilities, an employee must work on a job for the following times: [Selection & Filling General Pro 6. in part]

a. Three (3) months before requesting a promotion to another job [Selection & Filling Pro General Pro 6.b.i.]

b. Six (6) months before requesting a transfer to another job. [Selection & Filling Pro General Pro 6. in part] [Selection & Filling Pro General Pro 6.b.ii.]

5. At Bloomington and South Bend, when seniority is not followed in promoting an employee within the Service Maintenance classification, departments must be prepared to show that the qualifications of the employee selected are significantly greater. The employee or an AFSCME representative on behalf of the employee is entitled upon request to reasons in writing for not following seniority in the selection process. [Selection & Filling Pro Post Selection 2.]

6. An employee should not be given a transfer commitment until the employee's present department head has been informed. A start date should be discussed; a two week notice is required. A notice period of less than or more than two weeks must be agreeable to the employee, the employee’s current supervisor, and the employee’s new supervisor. Interdepartmental transfers are to be coordinated through the campus human resources office. [Selection & Filling Pro Post Offer 2.c. in part] [Selection & Filling Pro Post Offer 2.c.i. in part]

7. Additional policy information

a. For promotions or interdepartmental transfers, the HRMS documentation is to be initiated by the new department. [Pay/Salary
b. Each supervisor must determine what is "reasonable" time away from the job for interviews and activities related to seeking a promotion or transfer, keeping in mind the university’s favorable attitude toward promotion and transfer. If a supervisor believes that the employee’s absences are excessive, then he or she can require the employee to make up the time or charge excessive absences to accumulated time off benefits. [Selection & Filling Pro General Pro 5. in part] [Selection & Filling Pro General Pro 5.b. in part] [Selection & Filling Pro General Pro 5.c. in part] [Selection & Filling Pro General Pro 5.c.i. in part]

c. Employees transferred or promoted to a position with a higher salary grade on the SM salary schedule are entitled to a minimum increase of three percent. This increase is to be given provided the new salary rate does not exceed the maximum of the new salary grade. [Pay/Salary Setting: Promotion and Reclassification Pay/Salary increases 5.b. in spirit]

d. Lateral transfers will normally be made at the incumbent's current salary. An employee will not receive a salary increase for such a transfer. [Pay/Salary Setting: Lateral Transfers Pay/Salary impact 6. in spirit]

e. When it is contemplated that an employee is going to be transferred to a lesser classification, the campus Human Resource office must be contacted. A review of the employee's salary history and a salary determination will be made by the campus Human Resource office. The reason for the action, such as a reclassification, RIF, employee initiated application for a job, or demotion as part of corrective action, will be a factor. See the Position Classification policy provisions for moving to a lower classified position. [Pay/Salary Setting: Demotion and Reclassification Pay/Salary impact as a result 2. in part] [Pay/Salary Setting: Demotion and Reclassification Pay/Salary impact as a result 4. in part]
f. Sixty Day Trial Period: Service Maintenance employees will successfully complete a 60 calendar day trial period before the transfer or promotion becomes final. If the employee is disqualified during the trial period, the disqualification must be on merits subject to the grievance procedure. See the Trial Period for Promoted or Transferred Employees policy for the procedures covering this process. [Evaluation Periods Pro For Promoted, Demoted 2.b.] [Evaluation Periods Pro Failure to Successfully 5. In part]

g. An employee's time-off benefits will be transferred between departments and campuses, except that accrued compensatory time off is to be paid or granted by the employee's current department before the promotion or transfer occurs. [Pay/Salary Setting Pro Pay/Salary increases promotion 8. In spirit]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/employment/promotions_transfers.html

F. Related Information
Recruitment Selection Policy
Position Classification Policy
Trial Period for Promoted or Transferred Employees

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Recruitment-Selection

AFSCME (BL, IN, SB) 2.11

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. All persons who apply for promotion or employment are given equal consideration regardless of their age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Selection & Filling Pol 1.]

2. No employment commitment can be made to fill any Staff position unless the qualifications and credentials of all candidates have been presented to the campus coordinating employment office. [Selection & Filling Making the selection 3. in spirit]

C. Procedures

1. At South Bend, management shall determine within 30 calendar days of a position becoming vacant to fill it or not. The President of AFSCME Local 1477-01 shall be notified in writing of the decision. If the decision is to fill the position, management shall have 60 calendar days from the date of the job posting to make a job offer, for a total of 90 calendar days. [Selection & Filling Pro General Pro 1.c.i.]

2. At South Bend, if a vacant position is to be filled, but management fails to offer the position within 60 calendar days of the job posting, the position will be filled with a Temporary employee until the vacancy is filled with an appointed employee. If management fails to fill the vacancy with a Temporary employee by the 60th day after the job posting, the University will contribute the equivalent amount of the proficient rate for the vacant position into a fund under the provisions of
the Reward Plans and Recognition Plans policy for each additional workday that the position is not filled by a Temporary employee. Any amounts contributed to the fund described above will be distributed evenly among the employees in the occupational unit who are actually performing the work of the vacant position. The amount that would be paid to each employee under such circumstances is limited to a maximum amount of $100 per employee per biweekly pay period. [Selection & Filling Pro General Pro 1.c.ii.]

3. **Filling Service Maintenance positions**

   a. When a decision has been made to fill a Service Maintenance Staff position, follow the campus procedures. [Selection & Filling Pro General Pro 1. in spirit]

   b. The campus Human Resource office will first determine whether persons on a layoff list for the campus or department are qualified for the position (see the Reduction in Force policy), [Selection & Filling Pro General Pro 2. in part] then review Staff who apply for promotion or transfer, screen applicants on file, and when necessary recruit in cooperation with department head for qualified applicants.

   i. Employees are responsible for ensuring that their application is up to date in the university’s on-line application system (OLA) before it will be referred.

   ii. At IUPUI, during the first week of posting give preference in referrals to employees interested in transfer or promotion.

   c. Preliminary examination of applicants for qualifications will be conducted by the campus Human Resource office, which will refer candidates to the department who meet the advertised qualifications. [Selection & Filling Pro Making the selection 1.]

   d. Final interviews and examinations will be conducted at the department level to determine suitability of applicants. The department should instruct the applicant about the position and its conditions of employment. [Selection & Filling Pro Making the selection 2.]

   e. Selections should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the
position. See the **Promotions and Transfer policy** to see the factors to consider and the provisions for the role of seniority in making a selection if any current university employees are among the applicants referred [Selection & Filling Pro Making the selection 3. in part]

f. Final selection is made by the hiring authority, provided affirmative action requirements are met and, where appropriate, applicant can pass any required physical examination. [Selection & Filling Pro Post Offer 1. and its subparts]

i. At IUPUI, contact Human Resources Administration to discuss the selection, the starting rate of pay, and receive approval to extend an offer. [Selection & Filling Pro Post Offer 1.b. in part]

ii. The hiring department’s offer of employment is contingent upon review of the candidate’s criminal history background check. When applicable, employment will be contingent upon a Motor Vehicle Record (MVR) check and preemployment health evaluation. [Selection & Filling Pro Post Offer 1.a.-b.]

g. A standard written offer of employment is not necessary. No supervisor or administrator may make an offer contrary to the university’s employment, compensation, or benefits policies, or imply or state that a contract has been created between the university and a future employee. [Pay/Salary Setting Pol 4 in spirit] [Selection & Filling Pro Making an Offer 1. in part] [Selection & Filling Pol 2. in part] [Temporary Pay Pol 4.]

h. At IUPUI, the satisfactory completion of a preemployment health evaluation, which may include a drug screening, is required for individuals hired for work in the Dental School, laboratories, hospital, or clinical areas prior to reporting for work. Candidates cannot work until the satisfactory results of the health evaluation have been released by IUPUI Health Services. [Selection & Filling Pro Post Offer 1.b.i.]

i. At Bloomington, when some or all of the food service facilities are shut down, preference will be given to RPS food service facilities employees in filling jobs in food service and housing in RPS. When
food service facilities are shut down and facilities employees are given preference for work in housing, they will be paid the rate for the job they are performing at the same relative step of the pay rate for the employee's regular position. The job duties and the pay rates will be posted in RPS for the employees' information before they sign up for such work. [Selection & Filling Pro Making the Selection 4.a.]

4. Acceptance and final approval

a. Notification of acceptance can be made directly by the hiring authority, or through the campus Human Resource office. In either case, the hiring authority must notify the campus Human Resource office when the applicant has accepted. [Selection & Filling Pro Making an Offer 3. in part]

b. Any applicant interviewed is entitled to know the qualifications of the selected applicant, if requested. [Selection & Filling Pro Post Selection 1.b.]

c. At Bloomington and South Bend, the hiring department shall inform in writing all bargaining unit applicants that were considered, including interviewees, that the position has been filled, the name of the person selected, the selected person's seniority date, and the basis for selecting another applicant rather than employee; either best qualifications or most seniority. [Selection & Filling Pro Post Selection 1.b.]

d. At Bloomington and South Bend and for promotions only, when a senior employee who meets the minimum qualifications is not selected, the hiring supervisor shall notify the employee in writing of the decision and the related qualifications of the person selected that are significantly greater. [Selection & Filling Pro Post Selection 2.b.]

e. The hiring department must initiate HRMS documentation for the accepted applicant. [Pay/Salary Setting Pro Lateral Transfers The Required approval 4.]

f. For all new employees, final approval of all positions filled is contingent upon the individual hired completing Form I-9 using the online procedures established by the University to verify they are
entitled to work in this country. Federal law requires that the employee must be stopped from working if either Section 1 or 2 is not completed within the time limits specified for the section. [Selection & Filling Pro Other New Hire 1. in part in spirit]

i. The employee must complete online Section 1 of the Form I-9 on or before the first day of employment and present evidence of identity and employment eligibility within three business days of the date employment begins. [Selection & Filling Pro Other New Hire 1. in part in spirit]

ii. The hiring department must examine the evidence of identity and employment eligibility; record online the title, number and expiration date (if any) of the documents; enter the date employment began in the Certification statement of Section 2; and electronically submit the Form I-9 within three business days of the date employment begins. [Selection & Filling Pro Other New Hire 1. in part in spirit]

iii. Copies of documents that the online system specifically identifies are to be scanned into the online system for record keeping. All paper copies used in the verification or scanning process are to be shredded.

iv. The online Form I-9 will automatically be submitted to the U.S. Department of Homeland Security's E-Verify system. Follow the instructions in the university's I-9 E-Verify Procedures.

5. **Unfilled positions at Bloomington**

   a. If a department decides not to fill a listed position, the department will inform University Human Resource Services and the president of the union of this decision. [Selection & Filling Pro General 7.]

   b. In the event that no applicant has been selected within 90 days from the ending date (last Saturday of the posting period) of the most recent job posting, if the department determines to proceed with filling the position, the job opening shall be relisted in accordance with procedures set forth in this policy. [Posting a Position 5.1.]

   i. If the selected applicant is removed from or leaves the position within 90 days of the ending date of the most recent job posting,
the applicant pool from that posting may be used to make a new selection. [Posting a Position 5.1.a.]

ii. If another opening for the same job title and classification level occurs in the same occupational unit during the posting of the job or within 90 days of the ending date of the most recent job posting, the applicant pool from that posting may be used to make a selection for the new opening(s). When an additional opening occurs at the time the original position is being posted, then the job posting will reflect that more than one job opening is available. [Posting a Position 5.1.b.]

6. Employment in more than one position

a. It is possible for an employee to be employed in more than one position at the same time. Examples include a person employed in two 50% FTE Staff positions, or a Staff employee working in a Temporary position. Following are the basic rules governing such circumstances: [Selection & Filling Pro Occupying multiple positions 1. and its subparts]

i. Staff positions must be at least 50% FTE.

ii. The combined FTE for all Staff positions held by one person cannot exceed 100% FTE.

iii. An individual cannot hold an exempt Staff position and a nonexempt Staff position at the same time.

iv. An employee in an appointed PAO or Support and Service Staff position (eligible for overtime) may also be employed in a temporary position paid at a bona-fide hourly rate for the work performed in the temporary job. Biweekly paid employees may not be employed in a second job that is paid as a flat dollar amount for the work performed. Departments should consult with the campus Human Resource office in determining a bona-fide hourly rate for the work performed in the temporary job.

b. Contact the campus Human Resource office if there are questions about a specific situation. [Selection & Filling Pro Occupying multiple positions 2.]
D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/employment/recruitment-selection.html

F. Related Information
Reward Plans and Recognition Plans Policy
Reduction in Force Policy
Promotions and Transfers Policy
Form I-9 Online Procedures

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Trial Period for Promoted or Transferred Employees

AFSCME (BL, IN, SB) 2.14

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of Indiana University that all Service Maintenance Staff employees who promote or transfer to another Service Maintenance Staff position will serve a trial period to provide assurance that the person can satisfactorily fulfill the demands of the position and before the promotion or transfer becomes final. [Evaluation Periods for New, Promoted, and Transferred Employees Pol For New Employees 1.]

   a. At IUPUI, SM employees who transfer to a position with duties that are substantially the same as the former position do not serve a trial period. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For Promoted, Demoted, and/or Transferred Emps 2.b.i.]

2. The length of the trial period is 60 calendar days. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For Promoted, Demoted, and/or Transferred Emps 2.b.]

3. When it is felt that a promoted or transferred employee may not successfully complete the trial period, the Corrective Action policy provisions on documentation (such as a completed progress report) and on the opportunity to receive and present information and ask questions prior to a final determination are to be applied. [Evaluation
Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.a.]

4. Promoted or transferred employees who are determined not to be successful and are removed from the position have access to all steps of the Problem-Grievance Resolution Procedure. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 5.]

5. A promoted or transferred employee retains and continues to accrue university and unit seniority during the trial period. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For Promoted, Demoted, and/or Transferred Emps 4.]

6. Once an employee has satisfactorily completed the trial period, he or she may not be placed on another trial period again during a period of continuous Staff employment unless promoted or transferred. However, if the employee has a break in service, the employee must serve a New Employee Evaluation period again if rehired. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Completing the Eval/Trial Period 2.]

C. Procedures

1. At IUPUI, if, during the trial period, the employee is disqualified or voluntarily requests to return, the employee can return to his or her former unit and job classification if there is a vacant position which has not yet been offered to another person (provided qualifications are met). If a vacant position is not available, the following provisions will be applied: [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.c.]
   a. A promoted or transferred employee who fails to meet the standards of the new job within the trial period may be given up to a two week notice of separation. The employee will be given preference for the next position open (provided qualifications are met) in the functional classification. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.c.i.]
b. A promoted or transferred employee who voluntarily requests within the trial period not to continue in the new position will also be given preference for the next position (provided qualifications are met) open in the functional classification. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.c.ii.]

c. In both of these events, a request for reinstatement in the employee's former occupational unit will be given first preference when an opening occurs. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.c.iii.]

d. If reinstated in the previous occupational unit within one year of the date of promotion or transfer, the employee’s former seniority date in that unit will be reinstated. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.c.iv.]

2. At Bloomington and South Bend, if the employee is disqualified during the trial period, the employee can return to his or her former unit and job classification and regain unit seniority as of the effective date of the promotion or transfer. If the disqualification is appealed and upheld, the employee can return to his or her former unit and job classification and regain unit seniority as of the effective date of the promotion or transfer. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.b.]

   a. Service-Maintenance employees who transfer to or are promoted to a job in another occupational unit can return voluntarily to the former unit and job classification within the trial period and regain unit seniority as of the time of promotion or transfer. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.b.]

   b. SM employees promoted within their occupational unit can return voluntarily to their former job classification within the trial period. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 2.b.]
3. If it is decided at any time during the trial period, not to continue the employee's employment, the campus Human Resource office is to be contacted to help determine if a basis for separation exists, whether the documentation and due process steps of the Corrective Action policy have been taken, whether more time should be provided, and whether other job opportunities exist that better suit the individual, before separation from employment occurs. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 1.]

   a. At the end of the trial period, supervision shall inform the employee as to whether the period has been satisfactorily completed. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For During the Evaluation/Trial Period 2. in spirit]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/employment/trial_period_promoted_transferred.html

F. Related Information
Corrective Action policy
Problem-Grievance Resolution policy
Evaluation Period for New Employees policy

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Payroll Procedures
AFSCME (BL, IN, SB) 3.1
Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement
It is the policy of Indiana University to pay all employees accurately and to remedy any errors in a timely manner consistent with Indiana law. [Pay/Salary Setting Pol 2.] [Temporary Pay Pol 2.]

C. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

D. Web Address for this Policy
hr.iu.edu/policies/sm-all/salary/payroll_procedures.html

E. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
### Premium Pay

**AFSCME (BL, IN, SB) 3.2**

**Effective:** July 1, 2012  
**Last Updated:** February 11, 2014  
**Responsible University Office:** University Human Resources  
**Responsible University Administrator:** Senior Vice President and Chief Financial Officer  
**Policy Contact:** University Human Resources

#### A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

#### B. Policy Statement

1. Indiana University recognizes that certain work related circumstances call for additional compensation in the form of premium pay in addition to an individual's base salary. The purpose of this policy is to identify those circumstances, the criteria to qualify for the premium pay, the amount of the premium pay, and the general guidelines for administering the premium pay.

2. This policy establishes the university's personnel policies on the following premium pay benefits:
   a. Call back Pay
   b. Changes in work schedules
   c. Confined Space Pay
   d. Emergency Rest Time
   e. High Pay
   f. Shift Differential/ Shift Premium
   g. Stand-by Pay

#### C. Procedures

1. **Call-back (Call-in) Pay**
   a. A Staff employee who is called back or called in to work in the regular position outside the scheduled workday, necessitating an additional trip to and from work outside the normal workday, is compensated at time and one half for a minimum of two hours.
   i. A Staff employee will receive this compensation only once for the same block of two hours, regardless of the number of trips back to work during that period.
   ii. At IUPUI, an employee will receive this compensation only once for the same block of two hours for work required on the same project regardless of the
number of trips back to work during that three-hour period. [Premium Pay Pro Service Staff Call-back Pay 2.a. in spirit]

b. At Bloomington, travel time is included in the call-back calculation in departments where this practice currently exists at the time of this agreement [July 1, 2006]. [Premium Pay Pro Service Staff Call-back Pay 4.]

2. Changes in work schedules

   a. If a change in an appointed employee's work schedule is made requiring work on a day originally scheduled off, such work is compensated at time and one-half unless the notice of the work schedule change is made to the employee at least five calendar days in advance of the scheduled day off. [Premium Pay Pro Service Staff Changes in work schedules 1.]

   b. At Bloomington, Physical Plant craft workers, whose shifts are changed to evenings or nights for temporary assignments exceeding three work days will receive a pay premium equal to 10 percent of their base hourly rate for the entire period of the temporary assignment. [Premium Pay Pro Service Staff Changes in work schedules 2.a.]

   c. At Bloomington, when a craft worker’s work week is temporarily restructured such that the week includes Saturday and/or Sunday, the employee shall receive a ten percent payment per hour for all hours worked on the weekend. This premium shall be retroactive to July 1, 1991. If an employee earns overtime during a temporary-restructured-weekend schedule, overtime pay is calculated on the total of base pay plus premium. [Premium Pay Pro Service Staff Changes in work schedules 2.b.]

   d. At Bloomington, any appointed employee, who receives notice of a change in starting time less than 48 hours before the start of his or her regular shift, shall be compensated at a time and one-half rate for all hours worked outside of the regular shift. [Premium Pay Pro Service Staff Changes in work schedules 2.c.]

3. Confined space pay

   a. At IUPUI and South Bend, appointed employees working in a permit-required confined space will be paid a premium of $1.50 per hour for time actually spent working in the confined space. [Premium Pay Pro Service Staff Confined space pay 1.] [Premium Pay Pro Service Staff Confined space pay 2.]

   i. University administration will determine the confined spaces that meet the OSHA definition and require a permit. [Premium Pay Pro Service Staff Confined space pay 3.]

   ii. Employees must have completed the safety training on confined spaces to be eligible for this premium. [Premium Pay Pro Service Staff Confined space pay 4.]

4. Emergency Rest Time at Bloomington

   a. Emergency conditions occasionally require SM employees to work continuously beyond normal work assignments. Situations develop where workers have inadequate
rest to report for their normal work hours. When these conditions occur, the following provisions apply. [Premium Pay Pro Service Staff Emergency Rest 1.]

i. For purposes of this policy "adequate rest" is defined as six or more hours free from work. [Premium Pay Pro Service Staff Emergency Rest 1.a.]

ii. The policy shall be that all work beyond sixteen continuous hours shall be further compensated by granting one hour of time off for each hour of time worked beyond sixteen continuous hours. This time will be designated as Emergency Rest Time (ERT). [Premium Pay Pro Service Staff Emergency Rest 1.b.]

iii. This Emergency Rest Time will be in addition to the normal compensation for the hours worked. [Premium Pay Pro Service Staff Emergency Rest 1.c.]

iv. Furthermore, under extreme emergency conditions in cases where employees are given less than six (6) hours off-the-clock before returning to the job, the hours of each work assignment will be combined. Emergency Rest Time will be earned for all hours worked in excess of sixteen (16) hours in that period. Emergency Rest Time will not be earned for hours off the job between work assignments. [Premium Pay Pro Service Staff Emergency Rest 1.d.]

1. Extreme emergency conditions are defined as unexpected or serious situations with campus-wide impact that require urgent, immediate action or endanger the university such as: snow, earthquake, flood, fire, tornados, riots, terrorism, and utility outages. [Premium Pay Pro Service Staff Emergency Rest 1.d.i.]

2. Extreme emergency conditions” do not include situations such as scheduled overtime, regular call-back, stand-by, or any other situation not described in the paragraph above. [Premium Pay Pro Service Staff Emergency Rest 1.d.ii.]

v. Employees shall receive up to a maximum of eight (8) hours of Emergency Rest Time for all hours actually worked without adequate rest. (7/02) [Premium Pay Pro Service Staff Emergency Rest 1.e.]

vi. The employee will be required to use this time for the employee's next normal workday that emergency conditions do not make that employee's attendance necessary. An employee who has accrued the maximum of eight (8) hours of Emergency Rest Time must receive their supervisor's approval to continue working. [Premium Pay Pro Service Staff Emergency Rest 1.f.]

vii. Should the emergency cause the employee to continue to work beyond 24 hours without adequate rest of 6 hours off the clock, each hour after 24 hours will be paid at a rate twice the employee's regular rate of pay. (7/02) [Premium Pay Pro Service Staff Emergency Rest 1.g.]

5. High Pay
a. At Bloomington, the High Pay will be paid as follows: [Premium Pay Pro Service Staff High Pay 1.]
   i. When working above elevations of ten feet on sloped (6 on 12) slate or tile roofs or coping suspended by rope device. [Premium Pay Pro Service Staff High Pay 1.a.]
   ii. When utilizing a swinging stage, bosun's seat, swinging scaffolding or ladder jack at elevations above 15 feet. [Premium Pay Pro Service Staff High Pay 1.b.]
   iii. When working on scaffolding that is higher than 15 feet. [Premium Pay Pro Service Staff High Pay 1.c.]
   iv. When working on a step ladder above 15 feet. [Premium Pay Pro Service Staff High Pay 1.d.]
   v. Physical Plant Hi-Voltage craft workers who must free climb to repair or relamp lighting systems at the North Fee Lane Fields, Armstrong Stadium, Memorial Stadium, and Woodlawn Field will receive a pay premium equal to 30 percent of their base hourly rate provided they are free climbing and not working from a bucket truck or other mechanical device. This premium is considered to be an incentive pay, and not hazardous duty pay. [Premium Pay Pro Service Staff High Pay 1.e.]
   vi. Tree trimmers free climbing above 15 feet will be entitled to high pay at the rate provided for the campus below. [Premium Pay Pro Service Staff High Pay 1.f.]
   vii. Tuck Pointers and to employees doing steeplejack work. [Premium Pay Pro Service Staff G.1.g.] [Premium Pay Pro Service Staff High Pay 1.h.]

b. At IUPUI, High Pay will be in effect as follows: [Premium Pay Pro Service Staff High Pay 2.]
   i. Use of bosun chair, swing stage or rope chair [Premium Pay Pro Service Staff High Pay 2.a.]
   ii. Use of belts on outside windows [Premium Pay Pro Service Staff High Pay 2.b.]
   iii. Use of scaffold: one section (6 feet) or higher [Premium Pay Pro Service Staff High Pay 2.c.]
   iv. Use of a ladder: two sections or more or to the second floor height inside and outside [Premium Pay Pro Service Staff High Pay 2.d.]
   v. High pay does not apply to any permanent structure nor does it apply to using a permanently fixed ladder to climb to a flat, guarded surface to work. It only applies to working from temporary structures or appliances 6 feet or higher. [Premium Pay Pro Service Staff High Pay 2.e.]

b. At South Bend, “Hazardous conditions” for which High Pay is eligible will be in effect when: [Premium Pay Pro Service Staff High Pay 3.in part]
i. Scaffold work is performed at a height of two (2) or more sections; [Premium Pay Pro Service Staff High Pay 3.a.]

ii. Work is performed away from any swinging stage, rope chair, or belt; [Premium Pay Pro Service Staff High Pay 3.b.]

iii. Extension ladders are used to accomplish work at a height equivalent to second floor level from ground level of a building; and [Premium Pay Pro Service Staff High Pay 3.c.]

iv. When such work is assigned by appropriate supervisory or administrative authority within the department [Premium Pay Pro Service Staff High Pay 3. in part]

d. At Bloomington and South Bend, the High Pay rate shall be .75 per hour or 15% of the employee's hourly rate, whichever is larger, in addition to the employee's existing wage. [Premium Pay Pro Service Staff High Pay 4.]

e. At IUPUI, employees are paid High Pay of an additional $.75 per hour for time actually spent working from these types of structures or appliances [Premium Pay Pro Service Staff High Pay 5.]

f. Overtime pay shall be calculated on base pay plus the high pay premium. [Premium Pay Pro Service Staff High Pay 6.]

6. Shift differential

a. University Human Resources determines which Service jobs at each campus are eligible for shift differential pay based on the current needs of the university and will notify the union of any decision to utilize this provision. [Premium Pay Pro Service Staff Shift Diff 1.]

b. Campuses may request that specific Service jobs be eligible for the premium pay. [Premium Pay Pro Service Staff Shift Diff 2.]

c. If a Service job at a campus is deemed eligible for shift differential pay all positions within the job at the campus will be eligible. [Premium Pay Pro Service Staff Shift Diff 3.]

d. Employees in eligible positions with pay rates above the university’s published salary schedule are not eligible for shift differential pay until the employee’s pay rate is no longer above the maximum of the pay schedule. [Premium Pay Pro Service Staff Shift Diff 4.]

e. The shift differential pay will be provided to Service Staff whose primary position is eligible for the shift differential pay and who are scheduled to work evening and night shifts. [Premium Pay Pro Service Staff Shift Diff 5.]

i. Evening and night shifts for the purposes of determining eligibility for shift differential pay is defined as shifts regularly scheduled to work six (6) or more hours between 3:00 PM and 8:00 AM. [Premium Pay Pro Service Staff Shift Diff 5.a.]
ii. Shift differential pay will only apply to hours worked between 3:00 PM and 8:00 AM, provided a minimum of six (6) hours is worked during the timeframe. Time worked outside of the designated periods for shift differential purposes will be paid at the employee’s base hourly rate. [Premium Pay Pro Service Staff Shift Diff 5.b.]

f. Shift differentials are a premium pay, and are separate from the base hourly rate of pay. [Premium Pay Pro Service Staff Shift Diff 6.]

g. The regular rate calculated for purposes of overtime pay will include shift differential pay. [Premium Pay Pro Service Staff Shift Diff 7.]

h. The following paid time off categories are not eligible for shift differential: [Premium Pay Pro Service Staff Shift Diff 6.]
   i. Vacation [Premium Pay Pro Service Staff Shift Diff 6.a.]
   ii. PTO [Premium Pay Pro Service Staff Shift Diff 6.b.]
   iii. Sick Time [Premium Pay Pro Service Staff Shift Diff 6.c.]
   v. Compensatory Time [Premium Pay Pro Service Staff Shift Diff 6.e.]

i. The following categories of paid time off are eligible for shift differential: [Premium Pay Pro Service Staff Shift Diff 5.]
   i. Adverse Weather (WTH) [Premium Pay Pro Service Staff Shift Diff 5.a.]
   ii. Adverse Working Conditions (ADW) [Premium Pay Pro Service Staff Shift Diff 5.b.]
   iii. Emergency Rest Time (ERT) [Premium Pay Pro Service Staff Shift Diff 5.c.]
   iv. Holiday (including HOL and HTK) [Premium Pay Pro Service Staff Shift Diff 5.d.]
   v. Injury with pay (INJ) [Premium Pay Pro Service Staff Shift Diff 5.e.]
   vi. Union Business (UNB) [Premium Pay Pro Service Staff Shift Diff 5.f.]

j. An employee who is scheduled, called back, or called in to work outside the normal daily work schedule (and requires an additional trip to and from work outside the normal workday) is eligible for shift differential for time worked between 3:00 p.m. and 8:00 a.m. regardless of the length of time worked. [Premium Pay Pro Service Staff Shift Diff 7.]

k. The shift differential pay shall be a fixed dollar amount of $0.50 per hour of the employee’s base rate. [Premium Pay Pro Service Staff Shift Diff 8.]

7. Stand-by Pay
a. A department will establish in consultation with the campus human resources office
Stand-by procedures for the department that are consistent with the criteria listed
below. The department will determine what jobs are covered and what hours are
covered for Stand-by time for the department and provide the information to the
employees and to the campus human resources office. [Premium Pay Pro Service
Staff On-Call Pay 2.]

b. Eligibility for Stand-by pay will be determined in consultation with the department
and the campus human resources office and must meet all of the following criteria:
[Premium Pay Pro Service Staff On-Call Pay 3.]

   i. Employees are required to be available on call to work at a time that is outside
      their normal scheduled hours of work. [Premium Pay Pro Service Staff On-
      Call Pay 3.a.]

   ii. During the designated Stand-by hours, employees who are assigned to Stand-
       by status are unrestricted in movements or location, but must remain
       accessible by phone or pager and in a fit condition to work. [Premium Pay Pro
       Service Staff On-Call Pay 3.b. in part] [Premium Pay Pro Service Staff On-
       Call Pay 3.c. in part]

   iii. Stand-by employees must be available and respond within a reasonable time
        period established by the department. [Premium Pay Pro Service Staff On-
        Call Pay 3.c.]

   iv. Employees assigned to Stand-by status who cannot be located, who do not
       respond in a timely manner, or who fail to report to work when called in will
       forfeit Stand-by pay for that shift and may be subject to corrective action.
       [Premium Pay Pro Service Staff On-Call Pay 3.d.]

c. At Bloomington, The amount of the Stand-by pay will be one hour's pay for every
eight hours in Stand-by status. [Premium Pay Pro Service Staff On-Call Pay 4.a.i.]

d. At IUPUI, employees assigned to Stand-by status are paid $1.50 or $2.00 per hour (as
determined by the department) for the designated Stand-by hours. If called back to
work, Stand-by pay is discontinued during the hours the employee is called back.
[Premium Pay Pro Service Staff On-Call Pay 4.b.i.]

   i. Standby pay does not normally apply to employees in Maintenance
      (except Building Automation and Key Shop) within Campus Facility
      Services. [Premium Pay Pro Service Staff On-Call Pay 4.b.ii.]

e. At South Bend, Employees who are required to be on Stand-by outside of their
regular scheduled work hours for seven or more consecutive days shall receive $1.50
per hour for the designated stand-by period. [Premium Pay Pro Service Staff On-Call
Pay 4.c.i.]

   i. This is in addition to any compensation that the employee is otherwise
      eligible for under the Call-Back policy. [Premium Pay Pro Service Staff
      On-Call Pay 4.c.ii.]
ii. There will be one Stand-by list maintained and employees in the SMOQ mechanical maintenance rank and above will serve in the Stand-by rotation. The employee in Stand-by status is responsible for personally filling a minimum of 3 of the weeks assigned and either personally working or finding a qualified substitute in advance for any Stand-by rotations in excess of 3 in a calendar year. The Assistant Director of Facilities Management may allow exceptions to the requirement that employees personally fill their assignments in the event of emergencies or vacations. Where allowed by this policy or with Management approval, the supervisor shall be notified in the event of a substitute as soon as possible. [Premium Pay Pro Service Staff On-Call Pay 4.c.ii.-v.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/salary/premium_pay.html

F. Related Information
Examples of the 16-Hour Rule
Hourly Work and Pay
AFSCME (BL, IN, SB) 3.4
Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Indiana University recognizes that department heads have the authority to assign higher level responsibilities to an employee on a temporary basis. [Temporary Pay Pro 1.]

2. It is the policy of Indiana University that when a Service Maintenance Staff employee temporarily assumes the duties of a higher classified position, a pay adjustment for the hours worked in the higher classification shall be made when the following conditions are met: [Temporary Pay Pro 3.d.]
   a. When the work of a position, vacated for any reason, is assigned and the majority of the primary duties of the position are performed by one employee. [Temporary Pay Pro 3.a.]
   b. The temporary assignment is for more than 40 hours in any one pay period. [Temporary Pay Pro 3.d.i.]
   c. And, the pay grade of such position is higher than the employee's normal position. [Temporary Pay Pro 3.b.]

3. Employees assigned by supervisors to train (other than orientation) an employee in a higher classification for a pay period or more shall be eligible for a temporary pay adjustment. The temporary pay adjustment must be approved in advance by the department head. [Temporary Pay Pro 3.e.]

C. Procedures
1. If all of the above conditions are met, departments shall make temporary pay adjustments. Departments should consult with the campus Human Resource office to determine the pay adjustment. [Temporary Pay Pro 3.c.]

2. The department or campus Human Resource office must complete the appropriate HRMS eDoc to identify the temporary rate of pay and include an explanation in the Comments section. [Temporary Pay Pro 5.e.iv.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/salary/temp_work_pay.html

F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. A Staff member shall be granted up to three working days (24 hours for 100% FTE and prorated for part-time FTE of 50% or greater) with pay within one week from the date of death of the following: [Time Off for Funeral and Bereavement Pol 1. in part]

   a. A parent (or an individual who stood in loco parentis to an employee when the employee was under the age of 18), step-parent, grandparent, step-grandparent, brother, sister, in-law relative of the same degree, spouse, child, grandchild, stepchild, or step grandchild. [Time Off for Funeral and Bereavement Pol 1.a., & c.-i.]

   b. Same sex domestic partner, or relatives of the same sex domestic partner who are of the same degree as those listed above. [Time Off for Funeral and Bereavement Pol 1.b. & 1.j.]

   c. Other relative of whom the employee is the sole survivor. [Time Off for Funeral and Bereavement Pol 1.k.]

2. If the funeral is held outside of the one week period, the employee may use any of the unused 24 hours of Funeral time to attend the funeral service. [Time Off for Funeral and Bereavement Pol 1. in part]

3. Employees who use a Family and Medical Leave Act (FMLA) leave to care for a family member and this leave is terminated by the death of the family member, will be granted the normal funeral leave as described above. [Time Off for Funeral and Bereavement Pol 3.]
C. Procedures

1. The number of hours absent to be charged to Funeral time should be reported on the Payroll Voucher. [Time Off for Funeral and Bereavement Pro 1.]

2. Additional time off
   a. Additional time may be granted and charged to vacation, income protection time, accumulated compensatory time, or without pay in accordance with the appropriate policy provisions. [Time Off for Funeral and Bereavement Pro 2.]
   b. It is acceptable for an employee to use income protection accruals if their health prevents them from working following the death of an immediate family member, subject to the provisions of the income protection policy and authority of the supervisor to require a doctor's notice. [Time Off for Funeral and Bereavement Pro 3.]

3. Other relatives or close friends
   a. At South Bend, time off with pay to attend the funeral service of other relatives or close friends may be granted at the discretion of the department head, but shall not exceed 4 hours nor one occurrence in a calendar year unless covered by income protection time, vacation, or accumulated compensatory time. [Time Off for Funeral and Bereavement Pro 4. in part & 4.c in part]
   b. At Bloomington and IUPUI, time off with pay to attend the funeral service of other relatives or close friends may be granted at the discretion of the department head. Employees must cover this time by using accrued vacation, income protection time, compensatory time off, or taken without pay. [Time Off for Funeral and Bereavement Pro 4.a.]
   c. The employee must request this time off—and the supervisor must approve or disapprove such time off—as soon as practical under the circumstances. [Time Off for Funeral and Bereavement Pro 4.c.]

4. An employee may be requested to provide written documentation identifying the deceased individual and the relationship before the use of
the Funeral time is approved. [Time Off for Funeral and Bereavement Pro 5.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/time_off/funeral_time.html

F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Holidays
AFSCME (BL, IN, SB) 5.4

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. The university observes these nine holidays and closes all offices except where continuous service is essential. [Holidays Pol 1.]
   a. New Year's Day
   b. Martin Luther King Day
   c. Campus Holiday
   d. Memorial Day
   e. Independence Day
   f. Labor Day
   g. Thanksgiving Day
   h. Friday after Thanksgiving
   i. Christmas Day

2. The Campus Holiday accrues on March 1 of each year. [Holidays Pol 2.]

3. Special holidays other than these may be granted only by action of the Board of Trustees or the president of the university. [Holidays Pol 3.]

4. For religious holidays not included in the nine mentioned above, reasonable accommodation to bona fide religious observances and practices should be made in work scheduling. The use of Income Protection Time may be considered when absence from the work
schedule is regarded as necessary to attend religious services. [Holidays Pol 4.]

5. Each holiday is considered to be eight hours for full-time appointed staff and is a lesser amount, as prorated by FTE, for part-time appointed staff. [Holidays Pol 5.]

6. If an employee does not work on the holiday, the current holiday must be used for that day. A previously accrued holiday or other paid time off cannot be used in lieu of the current holiday. [Holidays Pol 6.]

7. Time off for a holiday cannot be given in advance of the date on which the holiday falls. [Holidays Pol 7.]

C. Procedures

1. To be eligible to receive pay for a university holiday, an employee must meet both of the criteria listed below: [Holidays Pro 2.]
   a. Be on appointment of 50 percent FTE or greater on or prior to the holiday [Holidays Pro 2.a.i.]
   b. Be in Active Status (Employee Status “A” in HRMS) or on a Partial Leave of Absence with a reduced FTE (Employee Status “P” in HRMS) on the day on which the University observes the holiday (March 1 for the Campus Holiday). [Holidays Pro 2.a.i.]

2. Staff in the following Employee Status categories in HRMS on the day that the University observes the holiday do not receive pay for the holiday: [Holidays Pro 3.]
   a. Leave of Absence (L); a 30 day or more absence without pay under the LOA policy [Holidays Pro 3.a.]
   b. Temporary Reduction in Force (W); called a Short Work Break in HRMS [Holidays Pro 3.b.]
   c. Terminated (T), Retired (R), or Deceased (D) [Holiday Pro 3.c.]

3. Employees appointed or returning from a leave of absence on the day following a holiday do not receive pay for the holiday. [Holidays Pro 4.]
4. Appointments should not be made effective for the day on which a holiday is observed. This does not apply to the March 1 accrual date for the Campus Holiday. [Holidays Pro 5.]

5. Employees who work alternative work schedules, such as four ten hour days, will receive eight hours of pay for a holiday. In this example, Staff are required to cover the other two hours missed with time-off benefits, make up the time within the same work week with supervisory approval, or take the time off without pay. [Holidays Pro 6.]

6. When holidays are observed [Holidays Pro 1.]
   a. If a legal holiday falls on a Sunday, the holiday is observed on the Monday immediately following. [Holidays Pro 1.a.]
   b. If a legal holiday falls on a Saturday, the holiday is observed on the Friday immediately preceding. [Holidays Pro 1.b.]
   c. The Campus Holiday may be a floating holiday or set on a designated date, according to local campus option. The president at the Bloomington campus and the chancellors at the other campuses shall determine whether the Campus Holiday shall be observed by all campus employees on a date designated by the chancellor or shall be a "floating" holiday that may be observed at the employee's option provided prior approval is obtained and the employees shall be notified of the determination. [Holidays Pro 1.c. in part]
   [Holidays Pro 1.c.i. in part] [Holidays Pro 7.b.i. in spirit]
   d. Employees who are scheduled off on the day on which the University observes a holiday, but who are scheduled to work on the day on which the legal holiday falls, will have the day on which the legal holiday falls as the premium paid day. If an employee is scheduled to work both days, the day on which the legal holiday falls will be the premium paid day. [Holidays Pro 8.]
   e. An employee whose regular day off is both the observed and the legal holiday, will receive eight (8) hours off with pay at a mutually agreeable date except that it must be used by the end of the last full pay period in December of the next year and is not paid if not used. [Holidays Pro 9]

7. Compensation when observed holidays are worked: [Holidays Pro 7.]
a. When it is necessary for employees to work on a holiday, the following principles are applicable. [Holidays Pro 7.a.]

i. Excluding a floating Campus Holiday, Martin Luther King Day, and the Friday After Thanksgiving, Staff, in addition to their regular pay, receive time off at a time and one-half rate, or are paid at time and one half rate. The decision on payment or time off is left with the department head. The total compensation for working a full 8 hours on a holiday other than the three listed below is 20 hours. [Holidays Pro 7.a.i. and its subparts]

ii. A floating Campus Holiday, Martin Luther King Day, and Friday After Thanksgiving are not premium days for pay purposes. Any employee required to work on any of these days, in addition to their regular pay, will receive either an equivalent amount of time off or pay up to 8 hours. [Holidays Pro 7.a.b. in part]

1. In twenty-four hour, seven-day week operations (Central Heating Plant at Bloomington), the department head will have the option of time off or pay. In all other areas, the choice of time off or pay is the employee's. [Holidays Pro 7.b.i.third dot in part]

2. The total compensation for working a full 8 hours on one of these three holidays is 16 hours. [Holidays Pro 7.b.ii.]

iii. Time off accrued for working on a holiday should be taken on a date mutually agreeable between the employee and the supervisor and must be used by the end of the last full pay period in December of the next year and is not paid if not used. [Holidays Pro 12.]

iv. At IUPUI, in a seven day operation, when the holiday falls on a Sunday, Staff receive Holiday pay plus Sunday premium.

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Income Protection Time (Sick Time)
AFSCME (BL, IN, SB) 5.5

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Regular attendance is a condition of employment. [Income Protection Pol 1.]

2. Income Protection Time is provided to protect income and to prevent loss of pay during personal and family illness, injury, or medical/dental appointments, personal emergencies that are not health related, and other special situations. [Income Protection Pol 2.]

3. Full-time, appointed employees earn 3.7 hours per eligible 80-hour period (see the Absences With and Without Pay policy). This results in a maximum earning of 96.2 hours in a calendar year. [Income Protection Pol 3.]

4. Part-time appointed employees of 75% FTE or greater earn a prorated amount of hours, based on their specific FTE. Hours are not earned if the FTE is less than 75% FTE. [Income Protection Pol 4.]

5. The amount of income protection time that may be used for any period of personal or family illness or injury is limited only by the amount of time accrued and the medical need to be away from work. Time cannot be used in anticipation of its accumulation. [Income Protection Pol 5.]

6. Earnings are accumulative from year to year. [Income Protection Pol 7.]

7. Administrators may require confirmation of illness or injury through a licensed physician's statement before approving the use of income
C. Procedures

1. Use of earnings for personal illness, medical/dental appointments [Income Protection Pro 1.]
   a. Employees may use accumulated income protection time after receipt of their first paycheck. [Income Protection Pro 1.a.]
   b. When income protection earnings are used, the exact number of hours, including tenths of hours, are reported and subtracted from accumulated earnings. There is no limit to the number of hours an employee may use to cover any period of personal illness or injury, but hours cannot be used in anticipation of their accumulation. Medical disabilities resulting from pregnancy will be treated as any other temporary medical disability. [Income Protection Pro 1.b. in part.]

2. Use of earnings for family care [Income Protection Pro 2.]
   a. Earnings may be used so that employees can provide medical and dental care for family illness, injury or medical/dental appointments for members of the immediate family or household. [Income Protection Pro 2.a.]
   b. Members of the immediate family or household are: spouse as defined by Indiana law, same sex domestic partner as qualified by the university's Affidavit of Domestic Partnership, unmarried child at home including the child of the same sex domestic partner, or other relatives living with the employee. Parents, children, grandparents, grandchildren, brothers, sisters and relatives of the spouse or the same sex domestic partner of the same degree who live in the community and are solely dependent on the employee for emergency care also qualify for use of these earnings. [Income Protection Pro 2.b.]
   c. When income protection earnings are used, the exact number of hours, including tenths of hours, are reported and subtracted from accumulated earnings. [Income Protection Pro 6.]
3. Other uses of earnings

a. In addition to illness and injury, earnings may be used to cover the following: [Income Protection Pro 3.]

i. Personal emergencies that are not health related. These events will typically be unforeseen, will require immediate action, and are beyond the employee’s control. The employee must notify the supervisor as soon as possible as to the reason and expected time of return. The employee may be required to provide documentation on the nature and circumstances of the absence. [Income Protection Pro 3.a.]

ii. Special situations that cannot be handled during the normal hours away from the job. Examples are: religious holidays not provided for in the university's holiday plan, funeral arrangements, marriage arrangements, legal matters, real estate transactions, university class attendance, etc. [Income Protection Pro 3.b.]

1. Request must be approved in advance of usage. [Income Protection Pro 3.b.i.]

2. Department heads are authorized to deny these requests with pay when there is evidence the absence will work an undue hardship upon the university in relation to employee's convenience or needs or when the request is inconsistent with the provisions of this section of the policy. Department heads shall not deny such requests on the basis of undue hardship if requested at least 48 hours in advance, except on the basis of excessive numbers of requests for the same day. Further, any denials must be made within two hours following the request, or 48 hours before the requested absence, whichever comes later. [Income Protection Pro 3.b.ii. in part] [Income Protection Pro 3.b.iii. in part] [Income Protection Pro 3.b.iv in part]

3. The employee may be asked for an explanation for the request so that the supervisor can make a decision consistent with the policy. [Income Protection Pro 3.b.v.]
iii. In conjunction with Worker's Compensation. [Income Protection Pro 3.c.]

iv. Selective Service physical - may use a maximum of eight hours when orders require a physical exam. [Income Protection Pro 3.b.v.]

4. Confirmation of illness or injury [Income Protection Pro 4.]
   a. Before approving the use of income protection time, supervisors may require confirmation of illness or injury through a licensed physician’s statement whenever any of the following apply: [Income Protection Pro 4.a.]
      i. The employee has been absent three or more consecutive work days. [Income Protection Pro 4.a.i.]
      ii. There is a pattern of absenteeism. [Income Protection Pro 4.a.ii.]
      iii. There has been corrective action for absenteeism during the prior twelve months. [Income Protection Pro 4.a.iii.]
      iv. The supervisor has cause to believe that the absence is for a reason other than illness or injury. [Income Protection Pro 4.a.iv.]
      v. The employee has not followed campus or department attendance guidelines. [Income Protection Pro 4.a.v.]
   b. In determining whether there is a pattern of absenteeism, absences approved by the university as a reasonable accommodation under the Americans with Disabilities Act or taken under the provision of the Family Medical Leave Act cannot be considered. [Income Protection Pro 4.b.]
   c. This paragraph does not limit the university’s right to require a physician’s statement or other medical documentation to support a long-term absence, including FMLA, fitness to return to work, or continued ability to perform the assigned tasks, or to determine eligibility for other benefits or comply with any state or federal requirement. [Income Protection Pro 4.c.]

5. Separation pay for unused earnings
a. For a description of the pay for unused Income Protection Time earnings at time of death or separation with IU Retiree status regardless of the reason for separation, see the Separation Pay policy. [Income Protection Pro 5. In spirit]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Forms
Affidavit of Domestic Partnership (PDF)

F. Web Address for this Policy
hr.iu.edu/policies/sm-all/time_off/income_protection.html

G. Related Information
Absences With and Without Pay policy
Separation Pay policy

H. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
**Vacation**
AFSCME (BL, IN, SB) 5.7

**Effective:** July 1, 2012  
**Last Updated:** July 1, 2012  
**Responsible University Office:** University Human Resources  
**Responsible University Administrator:** Senior Vice President and Chief Financial Officer  
**Policy Contact:** University Human Resources

A. Scope  
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of Indiana University that Staff employees should be afforded reasonable time away from work to conduct personal affairs and to have a break from the demands of the workplace. [Vacation Pol 1.]

2. FTE Staff employees earn vacation hours as outlined in the following Schedule of Earnings. [Vacation Pol 2. In part]

3. Part-time Staff employees with an FTE of 50% or greater earn a prorated amount, according to their FTE, of the vacation hours indicated in the schedule. [Vacation Pol 2. In part]

4. Vacation hours are earned when the employee is in pay status or absent with benefits accrual and are not earned during certain categories of absences. See the Absences With and Without Pay policy for details. [Vacation Pol 3.]

5. Schedule of earnings - 100% FTE Appointed Employees: [Vacation Pol Chart following 4.]

<table>
<thead>
<tr>
<th>Staff with this amount of university service credit*</th>
<th>Earn this amount of vacation for every 80 hours in pay status</th>
<th>For a total of this amount each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 0 to end of 6th year</td>
<td>4.31 hours</td>
<td>112 hours (14 days)</td>
</tr>
<tr>
<td>Start of 7th year to end of 13th year</td>
<td>5.85 hours</td>
<td>152 hours (19 days)</td>
</tr>
<tr>
<td>Start of 14th year to end of 29th year</td>
<td>7.39 hours</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Start of 30th year and beyond</td>
<td>8.92 hours</td>
<td>232 hours (29 days)</td>
</tr>
</tbody>
</table>

6. *University service credit is defined in the Seniority Dates/Service Credit policy.* [Vacation Pol note following chart]

C. Procedures

1. Use of Vacation

   a. Departments will identify the maximum number of employees under each supervisor’s area of responsibility that can be off at any one time. Departments will also identify any peak periods of time that no one can be off due to departmental needs. [Vacation Pro 2.b. in part] [Vacation Pro 2.b.i.]

   b. All vacation must be approved in advance by the Supervisor before it can be used. [Vacation Pro 2.a. in part]

   i. At Bloomington and IUPUI, requests for vacation time off must be approved or disapproved within three working days of the receipt of the request. [Vacation Pro 2.c.]

   ii. At South Bend, requests for vacation of one week or more which are submitted by March 1st will be processed and preference will be given on the basis of occupational unit seniority. Vacation requests must be submitted at least three working days in advance and will be approved/disapproved within three working days of the request or the request is automatically approved on the fourth working day. Requests will be honored in the order in which they are received. [Vacation Pro 2.d.]

   c. If multiple requests within a department are made for the same vacation period (any period of time for which a person is charged vacation), preference will be given according to occupational unit seniority in determining which employee's vacation request is approved for that particular time. However, if a supervisor has given
prior approval to a less senior employee for the same time period, the prior approval is honored. [Vacation Pro 2.e.]

d. When vacation time is taken, the exact number of hours, including tenths of hours, are reported and subtracted from accumulated earnings. [Vacation Pro 1.b.]

e. The maximum vacation hours that may be used during the 26 consecutive pay periods beginning with the pay period in which January 1 falls and continuing through the last full pay period in December (less for part-time employees--prorated by FTE) are as follows: [Vacation Pro 4.a.]

i. 304 hours in years of service 0 through 13 [Vacation Pro table following 4.]

ii. 784 hours in years of service 14 and beyond [Vacation Pro table following 4.]

iii. Vacation hours used during a Family Medical Leave of Absence (FMLA) do not count toward the maximum annual usage [Vacation Pro 4.a.i.]

f. New Staff employees may use accumulated vacation time after receipt of their first paycheck. [Vacation Pro 1.a.]

g. Unused hours are accumulated from year to year. Pay can be received for unused vacation at time of separation and is explained in the Separation Pay policy [Vacation Pro 4.]

h. Employees who wish to use accumulated vacation causing a lengthy absence from work should make their intentions known to the supervisor six months prior to the planned vacation period. Supervisors are obligated to honor these requests unless the request is for time off in the unit’s established and known peak work period in which non-emergency time off is routinely restricted or more than one employee requests the same time period. If more than one request is received, occupational unit seniority prevails in determining which employee's request will be honored. [Vacation Pro 3.b. and its subparts]
i. Vacation cannot be used before it has been earned with one exception: if a new employee has not earned enough vacation to cover a department’s closing between Christmas and New Year holidays. [Vacation Pro 1.c.]

2. Personal emergency

   a. Employees who encounter a personal emergency and who have unused income protection time, unused vacation time, and/or unused compensatory time off may elect to charge time off for personal emergency to any of these three categories of time. [Vacation Pro 6. In part]

   b. These events will typically be unforeseen, will require immediate action, and are beyond the employee’s control. [Attendance Absence and Personal Emergency Pro D.1.]

   c. The employee must notify the supervisor as soon as possible as to the reason and the expected time of return. [Attendance Absence and Personal Emergency Pro D.2.]

   d. The employee may be required to provide documentation on the nature and circumstances of the absence. [Attendance Absence and Personal Emergency Pro D.3.]

3. Converting Income Protection Time to vacation

   a. Eligible employees may, if they choose, convert 80 hours of their accrued income protection time to 40 vacation hours subject to the following limitations and conditions. [Vacation Pro 5.a.]

   b. Eligibility is limited to employees who meet all of the following criteria: [Vacation Pro 5.a.]

      i. Have 560 or more hours of accumulated income protection (sick) time as of the first full pay period in either March or September of any qualifying year [Vacation Pro 5.a.i.]

      ii. Have at least ten consecutive years in an appointed position [Vacation Pro 5.a.ii.]
iii. Work in an appointed position and be in pay status when they submit the application for conversion and when it is implemented [Vacation Pro 5.a.iii.]

iv. Have not converted any income protection time to vacation time during the previous four years under this policy [Vacation Pro 5.a.iv.]

c. During a specified period in either March or September, eligible employees have the option of converting 80 hours of income protection time to 40 hours of vacation time. [Vacation Pro 5.a.]

d. Staff must submit conversion requests according to the procedures and deadline established by Financial Management Services (FMS). Requests that are submitted are irrevocable. [Vacation Pro 5.b.]

e. This section does not modify the following: [Vacation Pro 5.c.]

i. The maximum amount of vacation hours staff can use in a year as provided in this policy. [Vacation Pro 5.c.i.]

ii. The limitations of separation pay as provided in the Separation Pay policy. [Vacation Pro 5.c.ii.]

D. Sanctions

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

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/time_off/vacation.html

F. Related Information
Absences With and Without Pay Policy
Separation Pay Policy
Seniority Dates/Service Credit Policy

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same
on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Absences With and Without Pay
AFSCME (BL, IN, SB) 6.1

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Regular attendance is a condition of employment. All employees are personally responsible for reporting absences to their supervisor before the employee is scheduled to begin the workday. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible as to the reason and expected time of return. [Attendance, Absences, and Personal Emergency Policy Attendance 1. in part] [Attendance, Absences, and Personal Emergency Policy Reporting 1. in part] [Attendance, Absences, and Personal Emergency Policy Reporting 2. in part]

2. Three consecutive working days absence without proper notification to supervision may be cause for termination. [Attendance, Absences, and Personal Emergency Policy Unexcused absences 2.a.]

3. Five consecutive working days absence without notification to supervision is cause for termination. [Attendance, Absences, and Personal Emergency Policy Unexcused absences 2.b.]

4. With respect to pay and time-off-benefits accruals, an absence will fall into one of three categories: [Attendance, Absences, and Personal Emergency Policy Pay and time-off 1.]

   a. Absence with pay and with time-off-benefits accrual [Attendance, Absences, and Personal Emergency Policy Pay and time-off 1.a.]
b. Absence without pay and with time-off-benefits accrual  
[Attendance, Absences, and Personal Emergency Policy Pay and 
time-off 1.b.]

c. Absence without pay and without time-off-benefits accrual  
[Attendance, Absences, and Personal Emergency Policy Pay and 
time-off 1.c.]

C. Procedures

1. If the supervisor cannot be reached, the employee must follow the call-in 
procedure of the department. [Attendance, Absences, and Personal 
Emergency Policy Reporting 2.]

2. Absences with pay and with time-off-benefits accrual: [Attendance, 
Absences, and Personal Emergency Policy Pay and time-off 1.a.]
   a. Time-off-benefits will be accrued and pay received for absences 
allowable under the policies which explain vacation, income 
protection, holidays, compensatory time off for overtime worked, 
funeral attendance, court or jury duty, military training, voting, and 
adverse weather/working conditions. [Attendance, Absences, and 
Personal Emergency Policy Pay and time-off 1.a.i.]
   b. Time-off-benefits will be accrued if the employee is receiving full 
pay by supplementing Worker’s Compensation payment with paid-
time-off benefits. Time-off-benefits are not accrued if the employee 
is receiving only Worker’s Compensation payment. [Attendance, 
Absences, and Personal Emergency Policy Pay and time-off 1.a.ii.]

3. Absences without pay and with time-off-benefits accrual: [Attendance, 
Absences, and Personal Emergency Proc. 1.b..]
   a. Time-off-benefits are accrued during absences without pay under the 
following conditions: [Attendance, Absences, and Personal 
Emergency Proc. 1.b.i.]
      i. The period of absences must be less than 30 calendar days, and 
      [Attendance, Absences, and Personal Emergency Proc. 1.b.i.1.]
      ii. The employee is prevented from working due to a short layoff 
      (see the Reduction in Force policy), or at the request of the
supervisor/department head; or, [Attendance, Absences, and Personal Emergency Proc. 1.b.i.2.]

iii. The employee cannot travel to work because of adverse weather (but the campus is not closed), or is prevented from working because conditions or facilities make it impossible or impractical to work, or, [Attendance, Absences, and Personal Emergency Proc. 1.b.i.3.]

iv. The employee is on Union Business release time without pay as provided for in the Union-Administration Relations policy. [Attendance, Absences, and Personal Emergency Proc 1.b.i.4.]

b. Time-off-benefits are accrued when an employee is serving military duty. This additional accrual is limited to vacation and is equal to the amount that the person would have earned had the military leave of absence not occurred, up to a maximum of one year's additional accrual. The rules on the maximum usage of vacation in a year will continue to apply. [Attendance, Absences, and Personal Emergency Proc. 2.b.]


a. Time-off-benefits are not accrued while on temporary reduction in force, leave of absence, or when absence or tardiness is not covered by any option explained above. [Attendance, Absences, and Personal Emergency Proc. 1.c.i.]

b. Continuous periods of absence without pay can cover a maximum of 30 calendar days (100% FTE, prorated for part-time staff); if employee has not returned to the job, a leave of absence or termination must be initiated. [Attendance, Absences, and Personal Emergency Proc. 1.c.ii.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/schedules/absences.html
F. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Overtime Pay for Staff and Temporary Employees

AFSCME(BL, IN, SB) 6.2 • CWA 5.3 • PA/SS 4.4 • Police(BL, IN, NW, SB, SE) • Temporary 4.2

Effective: May 16, 2010
Last Updated: December 7, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to Staff and Temporary employees who are covered by federal Fair Labor Standards Act (FLSA) overtime pay provisions, including Support, Service, and Professional Overtime Staff and all Temporary employees.

B. Policy Statement

1. The Fair Labor Standards Act (FLSA) requires that covered employees receive overtime pay for work over 40 hours in a workweek. All Support, Service, and Professional Overtime (PAO and PAU) Staff and all Temporary employees are covered by the FLSA overtime pay provisions. Professional Exempt (PAE) Staff are not covered by FLSA overtime provisions and are not eligible for overtime pay under University policy. [Overtime Pol 1. in part] [Overtime Pol 1.a. in part]

2. For Support, Service, and PAO Staff employees, overtime pay must be compensated at a time and one-half rate in the form of extra pay or compensatory time-off. It is management’s choice as to which form of overtime pay is used and the decision should be announced to the employee before the overtime is worked. For covered PAU Staff, overtime pay must be compensated at an additional half time rate in the form of extra pay. Compensatory time-off does not apply to PAU Staff. [Overtime Pol 1.b.] [Overtime Pol 1.b.i.]

3. For Temporary employees, overtime pay must be compensated at a time and one-half rate in the form of extra pay. Compensatory time-off does not apply to Temporary employees. [Overtime Pol 1.b.iii.]
4. Except for the paid time-off categories below, paid time off, such as vacation, PTO, sick time, Income Protection, and compensatory time off, does not count as part of the 40 hours in a week to determine if overtime pay is applicable and the amount of overtime pay that is due. [Overtime Pol 2.]

5. The following five categories of paid-time-off do count as part of the 40 hours in a week to determine if overtime pay is applicable and the amount of overtime pay that is due. [Overtime Pro Paid time-off that counts 1 and its subparts]
   a. Adverse Weather (WTH)
   b. Adverse Working Conditions (ADW)
   c. Emergency Rest Time (ERT)
   d. Holiday (including HOL and HTK)
   e. Injury with pay (INJ)

6. It is the responsibility of supervisors to plan and schedule work of employees covered by FLSA provisions so that it can be performed within the regularly scheduled hours and that overtime will occur only when absolutely necessary. Employees must have supervisory permission to work overtime. [Overtime Pol 3. in part] [Overtime Pol 5. in part]

7. Although mandatory overtime is discouraged, it is expected that employees will accept reasonable assignments to work overtime except where cases of personal emergency exist. It is the employee’s responsibility to bring to the supervisor’s attention the nature of a personal emergency so that the supervisor can make a decision to require the overtime work or not. [Overtime Pol 4.]

C. Reason for Policy
The Fair Labor Standards Act is complex with a long history of federal regulations and rulings written to explain and aid in the application of the act. This policy provides University managers and supervisors with directions necessary to comply with overtime pay provisions of FLSA. [Overtime Reason for Policy]
D. Procedures

1. Assigning overtime work for Support, Service, and Professional Overtime (PAO and PAU) Staff and Temporary employees

   a. When overtime work is scheduled in advance, departments should:

      i. Schedule qualified Staff employees so that they rotate turns having the opportunity to work the hours; and [Overtime Pro Assigning Overtime Work 1.a.]

      ii. Schedule qualified Staff employees according to their seniority within an occupational unit. [Overtime Pro Assigning Overtime Work 1.b.]

      iii. This provision does not apply when the assignment is for time immediately before or after the Staff employee’s regular hours and the work is the continuation of the employee’s regular work assignment. [Overtime Pro Assigning Overtime Work 1.b.i.]

      iv. As a general rule, employees in the CTC program on the Bloomington campus will not be assigned to work scheduled overtime until all qualified appointed SM employees in the unit have been asked to work. This provision shall not apply to continuation overtime i.e., overtime that occurs before or after an employee's regular scheduled shift.

      v. Departments may have other overtime assignment arrangements for which there are long-standing practices and mutual, written agreements between management and a union which are recognized by the parties. [Overtime Pro Assigning Overtime Work 1.c.]

   b. All qualified Staff employees in an occupational unit will be provided the opportunity to work the overtime before the assignment is offered to a Temporary employee for whom the assignment would be overtime. [Overtime Pro Assigning Overtime Work 2.]

   c. When selecting a Staff or Temporary employee to work the assignment, it is the department's prerogative to determine whether
an employee is qualified and can satisfactorily perform the required work. [Overtime Pro Assigning Overtime Work 3.]

2. Paid time-off that counts toward overtime pay for Staff employees

a. The following five categories of paid-time-off count as part of the 40 hours in a week to determine if overtime pay is applicable and the amount of overtime pay that is due. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.]

i. Adverse Weather – Used only when the administration closes a campus due to adverse weather. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.a.]

ii. Adverse Working Conditions – Used only when a Chancellor, Provost, or Vice President closes all or part of a campus due to adverse working conditions. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.b.]

iii. Emergency Rest Time – Used only for Service Maintenance Staff employees at Bloomington who have worked for more than 16 continuous hours and who are required to take time off from work immediately after the emergency has ended to ensure an adequate break from work for safety purposes. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.c.]

iv. Holiday – Used whenever any holiday time is taken, including on the day observed (HOL) and at a later time (HTK). Campus Holiday is included. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.d.]

v. Injury with pay-1st 7 days – Used to cover the time when the University is paying the employee’s full salary during the first seven calendar days of the injury. This benefit is limited to a total of 40 hours of INJ time per year. The other injury related time off codes will not count towards overtime. [Overtime Pro Overtime Paid time-off that counts toward overtime 1.e.]

b. All other categories of paid time off do not count as part of the 40 hours in a week to determine if overtime pay is applicable. [Overtime Pro Overtime Paid time-off that counts toward overtime 2.]
c. When an employee uses paid time off applied to any of these other categories (vacation, sick, PTO, etc.), there may be hours worked outside of the employee’s regular schedule that do not qualify to be paid as overtime. These hours worked will be compensated at a straight time rate either in the form of pay or compensatory time off at the department’s choice. Two new payroll codes have been developed to use for these hours: [Overtime Pro Overtime Paid time-off that counts toward overtime 3.]

- NEP  Non-overtime eligible pay [Overtime Pro Overtime Paid time-off that counts toward overtime 3.a.]
- NEC  Non-overtime eligible comp time (no pay) [Overtime Pro Overtime Paid time-off that counts toward overtime 3.b.]

d. In units that permit flexible or alternate work schedules, adjustments may occur in the number of hours applied to time off. If a department has given the employee a flexible scheduling option or an arrangement is made prior to taking the time off the amount of time applied to vacation, sick, PTO or absent without pay time may be reduced so that the total of time off and time worked equals 40 hours with no NEP or NEC time. [Overtime Pro Overtime Paid time-off that counts toward overtime 4.]

3. Compensation for overtime work for Support, Service, and PAO Staff

a. Support, Service, and PAO Staff must receive overtime compensation for hours worked in excess of 40 hours in a week. The overtime compensation shall be at a time and one half rate either in the form of pay or compensatory time off. Compensatory time off is subject to the rules contained in paragraph D.6. below. [Overtime Pro Overtime Compensation for overtime SS, Temp and PAO 1.]

b. The rate used to determine the time and one half rate will be calculated to include any temporary pay, bonus pay, or other pay that the employee received during the week in which the hours over 40 were worked. [Overtime Pro Overtime Compensation for overtime SS, Temp and PAO 2.]

4. Compensation for overtime work for PAU Staff
a. Staff classified as Professional Salaried-Overtime-Eligible (PAU) must receive compensation for hours worked over 40 in a week at a rate equal to half time the rate for the work performed. This compensation must be in the form of additional pay. Compensatory time off does not apply to PAU Staff. [Overtime Pro Overtime Compensation for overtime PAU 1.a.] [Overtime Pro Overtime Compensation for overtime PAU 1.b. in spirit]

b. The rate used to determine the half time rate will be adjusted upward to include any temporary pay, bonus pay, or other pay that the employee received during the week in which the hours over 40 were worked. [Overtime Pro Overtime Compensation for overtime PAU 2.]

5. **Compensation for overtime work for Temporary employees**
   Temporary employees receive overtime pay at the rate of time and one half for the overtime work performed for hours worked in excess of 40 hours per workweek. Compensatory time off does not apply to Temporary employees. [Overtime Pro Overtime Compensation for overtime SS, Temp and PAO 1.a.]

6. **Rules related to compensatory time off for Support, Service, and PAO Staff (Compensatory time off does not apply to PAU and Temporary employees)**
   a. Support and Service Staff employees should not accumulate more than 80 hours of compensatory time. [Overtime Pro Overtime Rules related to SS, and PAO 2.]
   b. Staff classified as Professional Overtime Eligible (PAO) should not accumulate more than 160 hours of compensatory time. [Overtime Pro Overtime Rules related to SS, and PAO 3.]
   c. The campus human resources office may approve higher accumulations for unusual circumstances that are in the University's best interest, up to the FLSA mandated limit of 240 hours. [Overtime Pro Overtime Rules related to SS, and PAO 5.]
   d. Unless a campus has established a different procedure, when the maximum accumulation has been reached, payment at a rate of pay
equal to one and one-half the regular rate for the work performed is the only option until the accumulated compensatory time drops below the limit, and a department may also convert accumulated compensatory time to pay at any time. [Overtime Pro Overtime Rules related to SS, and PAO 7.]

i. For Support Staff at Bloomington and Northwest, all compensatory time off accumulated by an employee in excess of 80 hours on November 1st will be paid in the first pay period following November 1st. At this time, employees may choose to be paid for any accumulated compensatory time between 40 and 80 hours. [Overtime Pro Overtime Rules related to SS, and PAO 6.a.]

ii. For Service Maintenance Staff at Bloomington, any compensatory time off accumulations in excess of 80 hours at the start of the first pay period after January 1st shall be paid or scheduled off at the discretion of the department. [Overtime Pro Overtime Rules related to SS, and PAO 6.b.]

e. Accumulated compensatory time off may be taken whenever it is mutually agreeable with the employee and the supervisor. See the Family and Medical Leave Act (FMLA) Rights policy for the provisions related to the use of compensatory time during an FMLA covered absence. [Overtime Rules related to SS, and PAO 7.]

f. When an employee promotes, demotes or transfers to another department or to a position in the same department not eligible for overtime compensation, any accumulated compensatory time must be granted as time off or pay before the move. [Overtime Pro Overtime Rules related to SS, and PAO 8.]

7. Finishing up time at the end of a workday for Support, Service, Professional Overtime Staff and Temporary employees

a. At the end of a workday, employees occasionally need less than 15 minutes to complete their duties. Employees may be compensated for this time by allowing them to arrive to work late or leave work early, on another day of the same workweek. The late arrival or early departure time must not exceed the finishing up time. [Overtime Pro Overtime Finishing up time at the end of a workday 1.]
b. When finishing up time results in more than 40 hours being worked in the workweek, the excess is recorded as overtime at the end of the workweek. [Overtime Pro Overtime Finishing up time at the end of a workday 2.]

8. **Secondary employment for Support, Service, and PAO/PAU Staff and Temporary employees**
   a. A full or part-time Support, Service, and PAO/PAU Staff employee may be employed as a Temporary employee in another department and a Temporary employee may have multiple temporary jobs. [Overtime Pro Overtime Secondary employment 1.]
   b. The compensation for overtime when an employee has more than one job will be based on a weighted average calculation for each week of work. This calculation uses the rates of all jobs for which work time was recorded during the week. [Overtime Pro Overtime Secondary employment 2.]
   c. For Staff employees with temporary jobs, the overtime will be applied to the time worked in the Temporary job first. Overtime will only be applied to the Staff job when time worked in the Staff job exceeds 40 hours in the week. [Overtime Pro Overtime Secondary employment 3.]
   d. For Temporary employees with multiple temporary jobs, the overtime will be applied to the job or jobs worked after exceeding 40 hours of work in the week. [Overtime Pro Overtime Secondary employment 4.]

9. **Overtime for supervisory staff**
   Employees whose responsibility is primarily supervisory should not work overtime-nor assign themselves to work overtime unless the supervisory function is required for the overtime work. If sufficient Support or Service Staff are not available, a GS Staff member may be scheduled to perform the required work. [Overtime Pro Overtime for supervisory staff 1.]

10. **Departmental and employee responsibilities**
    a. Departments are responsible for: [Overtime Pro Overtime Dept and emp responsibilities 1.]
i. Maintaining records of overtime worked and compensatory time earned and used. [Overtime Pro Overtime Dept and emp responsibilities 1.a.]

ii. Reporting overtime worked and compensatory time earned and used on the university provided records. [Overtime Pro Overtime Dept and emp responsibilities 1.b.]

b. Employees are responsible for: [Overtime Pro Overtime Dept and emp responsibilities 2.]

i. Obtaining supervisory authorization before working any overtime. [Overtime Pro Overtime Dept and emp responsibilities 2.a.]

ii. Keeping an accurate record of actual time worked. Time is to be recorded daily or weekly as provided for on the university provided records. [Overtime Pro Overtime Dept and emp responsibilities 2.b.]

E. Definitions

1. The University's workweek is defined as beginning and ending at 12:00 midnight on Saturday.

2. Overtime is defined as hours worked in excess of 40 hours in a workweek.

F. Sanctions

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

G. Web Address for this Policy

hr.iu.edu/policies/uwide/overtime.html

H. Related Information

Work Time and Record Keeping for Support and Service Staff and Professional Staff who are Eligible for Overtime hr.iu.edu/policies/nonunion/4.0/4.3.html

Alternative Work Schedules hr.iu.edu/policies/nonunion/4.0/4.5.html

Examples of Overtime Calculations hr.iu.edu/policies/OT_Examples.pdf
I. History
The Fair Labor Standards Act (FLSA) was originally passed in 1938 and has been amended numerous times since then. In addition to regulations on overtime pay, the FLSA establishes minimum wage, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

J. Additional Contacts
Compensation
UHRS
812-855-7321
salaryiu@indiana.edu
Policy Interpretation
UHRS
812-856-6047
policy@indiana.edu
Policy Interpretation
Campus HR office
Various
Work Schedules, Hours, and Uniforms
AFSCME (BL, IN, SB) 6.3

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement
1. Workweek and work schedules
   a. The workweek for all campuses and departments begins and ends at 12:00 midnight on Saturday. [Alternative Work Schedules Pol 2.] [Work Schedules and Hours Pol Work Schedules 1.]
   b. The basic full-time work schedule normally consists of 40 hours in each workweek. Schedules different than 40 hours per week are to be approved by the campus Human Resource office with written notification to campus Payroll. [Alternative Work Schedules Pol 7.a.iii.] [Alternative Work Schedules Pro Criteria 3. in part] [Work Schedules and Hours Pol Work Schedules 2. in part] [Work Schedules and Hours Pol Work Schedules 2.b. in part]
   c. Staff members should not be scheduled to work on a regular basis on more than six days of the week. Administrative office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour off for lunch each day, unless a different schedule is necessary for proper functioning of the department. [Work Schedules and Hours Pol Work Schedules 5. in part]

2. Rest periods
   a. Efforts will be made to permit employees to take rest periods which would normally be 15 minutes during each half day of work including overtime periods. See the Procedures Section for the
provisions for scheduling rest periods. [Work Schedules and Hours Pol Rest Periods 1.]

b. Time allowed for rest periods is not accumulative and is not intended to cover late arrival or early departure. [Work Schedules and Hours Pol Rest Periods 3.]

3. Lunch Breaks

a. Service Maintenance employees receive one-half hour off for lunch each day, unless a department has established a different schedule. Employees should not be required to work more than six consecutive hours without a minimum of a one-half hour lunch period free from the job. The University will provide an appropriate place for employees to eat their lunches. [Alternative Work Schedules Pro Criteria 1.b.] [Work Schedules and Hours Pol Meal Breaks 2. in part]

b. By mutual agreement between the employee and the supervisor, an employee can work more than six consecutive hours without an unpaid lunch break of 30 minutes or more, either as an occasional adjustment to the work schedule or on a regular basis as an alternative or flexible work schedule. [Work Schedules and Hours Pol Meal Breaks 3.]

4. Uniform change time

a. Employees required to wear uniforms, but who are not permitted to wear uniforms to and from work, are allowed ten minutes in the scheduled work period for changing into and out of uniforms. [Work Schedules and Hours Pol Uniform Change Time 1.]

5. Shift preference

a. Shift preference, for job openings (as described in the Advertising Job Openings policy) having identical duties and responsibilities, is given in order of occupational unit seniority. This is not applicable in units where the practice is to rotate shift assignments on some regularized basis. [Work Schedules and Hours Pol Shift Preference 1.]

b. Once shift preference has been exercised for a given job vacancy, the employee must wait until another job vacancy occurs to again
exercise his or her shift preference based on his or her occupational unit seniority. [Work Schedules and Hours Pol Shift Preference 1.a.]

6. **Time clocks**

   a. All Service Maintenance employees will use time clocks or the equivalent electronic system that the university provides to clock in and out if it is available where the employee normally works. [Work Schedules and Hours Pol Recordkeeping 2.]

7. **Flex Time**

   a. Indiana University encourages operating units to accommodate the childcare, family care, and other personal needs of employees to the extent possible and consistent with the requirements of the operating unit. See the Procedures section for the details for considering a flex time request. [Alternative Work Schedules Pol 1.]

C. Procedures

1. **Recordkeeping responsibilities**

   a. Weekly work schedules should be documented and maintained with other payroll-related records within the department. [Work Schedules and Hours Pol Recordkeeping 1.]

   b. It is each employee’s responsibility to accurately record all hours worked on the university-provided timekeeping device or form. This includes work conducted for the University remotely, whether at an offsite location or via electronic device-unless the work is de minimis. [Work Schedules and Hours Pol Recordkeeping 2.]

   c. It is each department’s responsibility to maintain a record of all hours worked. [Work Schedules and Hours Pol Recordkeeping 4.]

   d. Each employee must submit the recorded time to his or her supervisor for approval. The supervisor is responsible for verifying the accuracy of the time submitted. [Work Schedules and Hours Pol Recordkeeping 3.]

2. **Scheduling Rest periods**

   a. Breaks should be scheduled so that the efficiency of the work unit does not suffer. This can be accomplished by staggering the times
for rest periods so that all employees in the department or within the work group are not taking a break at the same time. [Work Schedules and Hours Pol Rest Periods 4.]

b. For employees required to work in adverse conditions, i.e., extreme heat or cold or noxious fumes, it may be advisable to schedule additional break periods. Such a decision is a matter within the discretion of the supervisor on the scene. [Work Schedules and Hours Pol Rest Periods 2.]

3. **Flex Time**

   a. Flex time refers to a change in a work schedule for a single event or series of events that may span several months, but is not a permanent change of a work schedule. [Alternative Work Schedules Pol 6.b.i.]

   b. The decision to grant a request for flex time is the sole discretion of the university. It is not required that flex time be uniformly available to all positions in a department or operating unit. Not every function is conducive to flex time because of the requirements of operating units. This should not deter supervisors from approving a flex time request for positions where such scheduling can be accommodated. [Alternative Work Schedules Pol 3.]

   c. Flex time does not alter the responsibility and authority of department heads to establish and change work schedules as described in the Work Schedules, Hours, Uniforms policy and the **Overtime policy**. An operating unit that has granted a flex time request may discontinue or alter the arrangement if work needs change or if service is impaired. [Alternative Work Schedules Pol 4.] [Alternative Work Schedules Pro Criteria 2.]

   d. Flex time is a special arrangement and a privilege and is not subject to the grievance procedure. [Alternative Work Schedules Pol 5.]

   e. When an employee desires a change in work schedule, the employee will submit the request in writing to the Department Head, or designee, at least 24 hours in advance of the event or beginning of the series of events for which the request is made. [Alternative Work Schedules Pro Requesting 2.b.]
f. Conditions for granting a flex time request include:
   
i. The requested flex time must not interfere with the efficient operation of the university nor adversely affect the services that are provided to students, other operating units, or the public. [Alternative Work Schedules Pro Criteria 1.c.]

   ii. The quantity, quality, and timeliness of employee work must be maintained. [Alternative Work Schedules Pro Criteria 1.d.]

   iii. Adequate supervision and employee accountability must be maintained. [Alternative Work Schedules Pro Criteria 1.e.]

   iv. Flex time must not cause or contribute to the need for additional staff or overtime work. [Alternative Work Schedules Pro Criteria 1.f.]

   v. Rest periods are a normal part of the paid work schedule. Time allowed for rest periods is not cumulative, and therefore cannot be incorporated into a flex time request. [Alternative Work Schedules Pro Criteria 1.g.]

4. Meeting attendance

   a. It occasionally becomes necessary for employees whose normal shift begins between 4:00 p.m. and 4:00 a.m. to attend University-related meetings during the day. When the presence of an employee is required at a University-related meeting during the hours that the employee is normally scheduled off, the time actually spent in such meetings shall be compensated with supervisory approval, with compensatory time off. Such compensatory time shall be scheduled, if practical, by late arrival or early departure on the shift immediately preceding or immediately following the meeting. It is the department’s decision to pay or grant the time off. [Work Schedules and Hours Pol On-campus meeting.]

5. Off Campus Work

   a. When a Service Maintenance staff member is required by his/her department to perform a work assignment, attend class, etc., at a location away from the campus of his/her normal work assignment,
the following should be adhered to in determining the employee’s eligibility for pay: [Work Schedules and Hours Pol Off-campus work 1.]

i. Travel time during normal work hours is work time. [Work Schedules and Hours Pol Off-campus work 1.b.]

ii. Travel time in excess of the time required to travel from the employee's residence to his/her normal work station, provided it is outside of the normal daily work schedule, should be considered as hours worked. [Work Schedules and Hours Pol Off-campus work 1.f.i.]

iii. Any break in such travel time for meals is not compensable and should be subtracted out of the hours worked. [Work Schedules and Hours Pol Off-campus work 1.g.]

iv. If such travel should require overnight lodging, the time that the employee is free to "come and go" as he/she pleases is not considered as time worked. [Work Schedules and Hours Pol Off-campus work 1.h.]

b. Lectures, meetings and training programs. Approved attendance at lectures, meetings, training programs and similar activities is work time if one or more of the following occur: [Work Schedules and Hours Pol Off-campus work 2.]

i. Attendance is during normal work hours. [Work Schedules and Hours Pol Off-campus work 2.a.]

ii. Attendance is required by the university. [Work Schedules and Hours Pol Off-campus work 2.b.]

iii. The event is work related. [Work Schedules and Hours Pol Off-campus work 2.c.]

iv. University work is performed. [Work Schedules and Hours Pol Off-campus work 2.d.]

6. **Uniforms at South Bend**
a. Employees shall have their uniforms replaced in accordance with the following schedule: [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 2.]

i. Five (5) uniform replacement sets at two (2) year intervals. [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 2.a.]

ii. One (1) coat at four (4) year intervals. [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 2.b.]

b. Service Maintenance employees are not required to return their uniforms. [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 3.]

c. Short pants are an acceptable part of the Facilities Management uniform except where safety concerns exist, such as with the handling of chemicals. [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 4.]

d. Blue or black denim long pants are acceptable for wear by Service-Maintenance Staff provided they do not have holes, tears, patches, or external appliqué’s. The university will not provide for laundry or replacement of these pants purchased by the employee. [Uniforms & Protective Equip Pro AFSCME Service Uniforms at South Bend 5.]

e. **Safety footwear**- The University will determine the need for safety footwear based on position. If the University determines that safety footwear is necessary for a particular position, the employee will be reimbursed up to $100 for the cost of such safety footwear, no more frequently than every other year; provided however, that replacement safety footwear will only be reimbursed if the original footwear was damaged or worn out in the line of work for the University (such that the footwear is no longer able to provide the designed level of safety). The employee will purchase the footwear and present the footwear and the receipt for them to the Director of Facilities Management (or designee) for reimbursement. New staff employees will be required to purchase the footwear appropriate for their job assignment. The new employee shall be reimbursed the $100 upon successful completion of the New Employee Evaluation
7. **Personnel Protective Equipment**

   a. Any protective items such as goggles, face shields, gloves, etc. shall be provided by the University for the employee. [Uniforms & Protective Equip Pol 1.]

**D. Sanctions**

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

**E. Web Address for this Policy**

hr.iu.edu/policies/sm-all/schedules/work_schedules.html

**F. Related Information**

[Overtime for Staff and Temporary Employees](hr.iu.edu/policies/sm-all/schedules/work_schedules.html)

**G. History**

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Separation Pay
AFSCME(BL, IN, SB) 9.2 • CWA 13.4 • PA/SS 7.3 • Police(BL, IN, NW, SB, SE)

Effective: Last Updated: October 1, 2009
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Staff employees.

B. Policy Statement
Staff employees are eligible for separation pay at their regular rate of pay for certain accrued benefits when separating from university employment. The conditions for determining separation pay are listed below.

C. Procedures

1. Professional Staff: voluntary or involuntary separation

   a. All employees on the PA time off plan receive the accrued benefits described below, whether or not the employee gives or receives notice of separation. [PTO PA Pro Payment for Unused Accruals 3. In part]

      i. Holidays that are still eligible for use within the specific time allowed. [Holidays Pro 13] [PTO PA Pro Payment for Unused Accruals 3.a.]

      ii. Paid Time Off (PTO) balance. [PTO PA Payment of Unused Accruals 3.b.]

      iii. Compensatory time off for PAO and PAU Staff. [Overtime Rules related to compensatory time off 8] [PTO PA Pro Payment for Unused Accruals 3.c.]

      iv. Honorary vacation balance, up to a maximum of 60 days (480 hours) for 100% FTE staff. (Professional staff employed prior to 1985—or promoted from a Support and Service position to a PA position prior to May 2002—may have previously accrued
honorary vacation.) [PTO PA Effect of Classification Change 2.c. in part] [PTO PA Pro Payment for Unused Accruals 3.d.]

v. Except as provided below for separations with IU Retiree status or at time of death, employees do not receive separation pay for sick bank accruals. [PTO PA Payment of Unused Accruals 3.e.]

b. All employees on the **PB** time off plan receive the accrued benefits described below, whether or not they give or receive notice of separation.

i. Bonus holidays. An employee who separates from employment on the last working day of March, June, or September (or the last workday before December 15 if that is not a workday) will receive the quarter's bonus holiday. [PTO PB Pro Separation Pay 1.a. in part]

ii. Holidays that are still available for use within the specific time allowed. [PTO PB Pro Separation Pay 2.]

iii. Vacation time up to a maximum (excluding honorary vacation) of 200 hours, plus the number of vacation hours that the employee earns in a full year. (This is called the employee's annual allowance.) [PTO PB Pro Separation Pay 3.]

iv. Compensatory time off for PAO and PAU Staff. [PTO PB Pro Separation Pay 4.]

v. Honorary vacation up to a maximum of 480 hours. [PTO PB Pro Separation Pay 5.]

vi. Except as provided below for separations with IU Retiree status or at time of death, employees do not receive separation pay for sick bank accruals. [PTO PB Pro Separation Pay 6.]

2. Professional Staff: IU Retiree status or death

a. Professional staff on the **PA** time off plan

i. Refer to the Web page, *Retiree Status and Benefits*, for information about qualifying for IU Retiree status.

ii. In addition to the items listed in the above section, “Voluntary or involuntary separation,” some Professional Staff receive
separation pay for accrued sick bank time. To be eligible, the employee must be enrolled in PERF or the IU Retirement 11.25% Plan and have more than 152.0 sick bank hours. Eligible staff receive pay at the rates listed below. [PTO PA Payment of Unused Accruals 2. In part]

- 25% of pay for 152.0 through 312.0 hours [PTO PA Payment of Unused Accruals 2.a. In part]
- 50% of pay for hours more than 312 hours. [PTO PA Payment of Unused Accruals 2.b. In part]
- Staff enrolled in the IU Retirement 10%, 12%, or 15% Plans do not receive separation pay for sick bank accruals with the exception in paragraph 3.a. below. [PTO PA Payment of Unused Accruals 3.]

b. Professional staff on the PB time off plan

i. Refer to the Web page, Retiree Status and Benefits, for information about qualifying for IU Retiree status.

ii. Bonus holidays including the bonus holiday for the last quarter worked provided that the employee worked one month of the quarter. [PTO PB Separation pay 1.]

iii. Holidays, vacation, compensatory time, and honorary vacation are the same as Section B. 2. above.

iv. Income protection time. Employees enrolled in PERF or IU Retirement 11.25% Plan with more than 152.0 income protection hours accrued receive pay at the rates listed below. [PTO PA Payment of Unused Accruals upon Termination 2.] [PTO PB Separation pay 7.]

- 25% of pay for 152.0 through 312.0 hours [PTO PA Payment of Unused Accruals upon Termination 2.a.] [PTO PB Separation pay 7.a.]
- 50% of pay for hours more than 312.0 hours. [PTO PA Payment of Unused Accruals upon Termination 2.b.] [PTO PB Separation pay 7.b.]
v. Staff enrolled in the IU Retirement 10%, 12%, or 15% Plans do not receive separation pay for income protection (sick hours) with the exception noted below. [PTO PA Payment of Unused Accruals upon Termination 4.] [PTO PB Separation pay 8.]

c. Professional Staff with vested rights in both PERF and the IU Retirement 12% Plan [PTO PB Separation pay 9.]

i. It is possible for employees to be covered under university service for vested rights in both PERF and the IU Retirement 12% Plan. In such cases, separation payment for accrued sick leave time is applicable if the years of employment under PERF equal 50% or more of the total service. However, the benefit is a multiple of the percentage of total employment under PERF. [PTO PA Payment of Unused Accruals upon Termination 4.] [PTO PB Separation pay 9.a.]

ii. This exception does not apply to staff enrolled in the IU Retirement 10% or 15% Plans. [PTO PA Payment of Unused Accruals upon Termination 3. In spirit] [PTO PB Separation pay 9.b.]

iii. Persons who are vested in both PERF and the IU Retirement 11.25% Plan will, for purposes of this policy, be treated as though they had continued PERF enrollment. [PTO PA Payment for Unused 2.] [PTO PB Separation pay 9.c.]

d. Professional Staff in the IU Retirement 15% Plan [PTO PB Separation pay 10.]

i. Professional Staff in the IU Retirement 15% Plan will have vacation or PTO deducted from the interim benefit payment. Contact the campus human resources office for details. [PTO PA ] [PTO PB Separation pay 10.a.]

3. Support and Service Staff: voluntary or involuntary separation [Vacation Pro 7 and its subparts]

a. Support and Service Staff receive the accrued benefits listed below whether or not the employee gives or receives notice of separation.
i. Holidays that are still available for use within the specific time allowed. [Holidays Pro 13.]

ii. Compensatory time off. [Overtime Rules related to compensatory time 9.]

iii. Vacation time. To be eligible to receive separation pay for vacation time, an employee must have six months of service. The following table shows the maximum amount for which an employee receives separation pay for vacation time. [Vacations Pro 7.a.]

<table>
<thead>
<tr>
<th>Years of university service credit [Vacation Pro 7.a.]</th>
<th>Maximum Separation Pay (hours)</th>
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</thead>
<tbody>
<tr>
<td>6 Months through 6 years</td>
<td>312</td>
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<tr>
<td>start of 7 through 13 years</td>
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<td>start of 14 years</td>
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<td>832</td>
</tr>
<tr>
<td>start of 30 years and beyond</td>
<td>872</td>
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</tbody>
</table>

4. Support and Service Staff: IU Retiree status or death

   a. Refer to the Web page, Retiree Status and Benefits, for information about qualifying for IU Retiree status.
b. In addition to the items in Section D above, Support and Service Staff enrolled in PERF who separate with IU Retiree status regardless of the reason for the separation or who die are entitled to receive separation pay for accrued income protection time in excess of 152 hours. The death of an employee at any age and with any years of service entitles the beneficiary to receive this benefit. [PTO PA Payment of Unused Accruals upon Termination 2.]

i. The benefit is 25 percent of pay for hours in excess of 152.0 through 312.0 and 50 percent of pay for hours in excess of 312.0. [PTO PA Payment of Unused Accruals upon Termination 2.a.]

ii. It is possible for employees to be covered under university service for both vested rights in PERF and the IU Retirement 12.0 Plan. In such cases the benefit is applicable if the years of employment under PERF equal 50 percent or more of the total service, but the benefit will be a multiple of the percentage of total employment under PERF. [PTO PA Payment of Unused Accruals upon Termination 3.]

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

E. Web Address for this Policy
hr.iu.edu/policies/appointed/separation_pay.html
A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Voluntary separation
   a. Employees are expected to give an advance notice of at least two weeks when leaving the University. [Vol and Invol Separation Pol 2.a in part]
   b. An employee may be required to take accrued vacation during the notice period. [Vol and Invol Separation Pol 2.b.]
   c. See the Separation Pay policy for a description of separation pay benefits for an employee who voluntarily separates from University employment.

2. Involuntary separation
   a. When the University separates an employee from employment for just cause, a notice period is not required. The employee may be given up to a two week notice or suspended without pay subject to discharge at the end of five workdays of suspension. [Vol and Invol Separation Pro Involuntary separation corrective action 2. in part]
   [Vol and Invol Separation Pro Involuntary separation corrective action 2.a. in part]
   b. Prior to making the separation decision, the administrative authority considering the action shall apply the process described in the Corrective Action policy. [Vol and Invol Separation Pro Involuntary separation corrective action 1. in part]
c. Employees who are separated from employment for just cause are entitled to receive the reasons in writing. Written notices of separation must be cleared with the campus Human Resource office before distributing the notice to the employee or processing the E-Doc. [Vol and Invol Separation Pol 3.a. in part] [Vol and Invol Separation Pol 5. In part]

d. See the Separation Pay policy for a description of separation pay benefits for an employee who is involuntarily separated from University employment. [Vol and Invol Separation Forms 1.]

e. An employee may be required to take accrued vacation during the notice period. [Vol and Invol Separation Pol 2.b.]

3. Involuntary Separation for Non-Disciplinary Reasons

a. When an employee is involuntarily separated from employment for reason or reasons other than those covered above, the separation will be considered "non-disciplinary" in nature. Such reasons may include, but are not limited to: [Vol and Invol Separation Pol 4.a.]

i. can no longer meet the qualifications for performing essential functions of position and not an ADA covered situation; Vol and Invol Separation Pol 4.a.i.]

ii. no reasonable accommodation has been found for an ADA covered situation; [Vol and Invol Separation Pol 4.a.ii.]

iii. loss of a position under the Reduction In Force policy. [Vol and Invol Separation Pol 4.a.iv.]

b. Final written notices of separation must be cleared with the campus Human Resources office before distribution to the employee. [Vol and Invol Separation Pol 5.]

c. See the Separation Pay policy for a description of separation pay benefits for an employee who is involuntarily separated from University employment. [Vol and Invol Separation Forms 1.]

d. An employee may be required to take accrued vacation during the notice period. [Vol and Invol Separation Pol 2.b.]

C. Procedures
1. Processing separations
   a. A separation notice, within HRMS shall be initiated by the department when the date of separation is determined. The action reason must be indicated on the E-Doc with an explanation of the reason for the separation added to the "Notes" section of the E-Doc. [Vol and Invol Separation Pro How to process 1. in part]
      i. For assistance in determining the action reason, see the document, Termination/Separation Reasons. [Vol and Invol Separation Pro How to process 1. in part]
   b. The effective date of a separation is the day after the last day on the job except in the following circumstances. In the following cases, the effective date of separation is the day after that the end of the event: [Vol and Invol Separation Pro How to process 3.]
      i. an unpaid leave of absence for any reason [Vol and Invol Separation Pro How to process 3.a.]
      ii. a Family and Medical Leave of Absence with or without pay [Vol and Invol Separation Pro How to process 3.b.]
      iii. an absence caused by an injury on the job [Vol and Invol Separation Pro How to process 3.c.]
      iv. use of income protection time [Vol and Invol Separation Pro How to process 3.d.]
      v. removal from work with or without pay, pending a decision to separate for just cause and subsequently separated [Vol and Invol Separation Pro How to process 3.e.]
      vi. required to use vacation time during the notice period [Vol and Invol Separation Pro How to process 3.f.]
   c. If an employee dies, the effective date of separation is the day after the death, whether the employee was working, using paid-time-off benefits, on leave, or absent without pay on the day of death. [Vol and Invol Separation Pro How to process 4.]
   d. Eligible separation payment should be indicated by showing total time entitled for payment under the eligible separation pay
provisions of the Separation Pay policy. [Vol and Invol Separation Forms 1 in spirit]

e. A permanent forwarding address should be obtained. [Vol and Invol Separation Pro How to process 6.]

f. All terminal payout for accruals should be processed with the last regular payroll cycle, except that [Vol and Invol Separation Pro How to process 7.]

i. Employees who have been involuntarily separated or separated due to Reduction in Force, shall have unpaid wages become due within three workdays upon request of the employee. A special voucher must be sent to FMS-Payroll Office within one workday of the employee's request and Payroll must make payment to the employee within two workdays of receipt of the voucher. [Vol and Invol Separation pro How to process 7.a.]

g. The employee should be instructed to contact the campus Human Resource office concerning the status of benefit and retirement programs. [Vol and Invol Separation Forms 3.]

h. The supervisor should ascertain that all University property, e.g., keys, uniforms, tools, records, books, etc., in the custody of the employee to be separated, are properly accounted for. [Vol and Invol Separation Pro How to process 9.]

2. Conditions for continuation of health care coverage

a. Refer to the Medical and Dental Coverages policy for information concerning continuation of medical and dental care plans. [Vol and Invol Separation Forms 2.]

D. Sanctions

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

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/separation/separations.html

F. Related Information
Separation Pay Policy
Corrective Action Policy
Reduction in Force Policy
Medical and Dental Coverage Policy
Termination/Separation Reasons

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
A. Scope
This policy applies to all Staff employees.

B. Policy Statement

1. There may be times when the physical conditions of a workplace make it impossible or impractical for employees to work in their usual work location. Adverse or unsafe conditions could affect a specific building, part of a building, an area of campus, or an entire campus [Working Through Adverse Working Conditions Pol 1.]

2. In such circumstances and with the proper approvals, affected employees can be reassigned or released from work subject to the procedures described below. [Working Through Adverse Working Conditions Pol 2.]

C. Procedures

1. Reassignment or release from work due to adverse or unsafe working conditions [Working Through Adverse Working Conditions Pro 1.]
   
   a. Based on an assessment of adverse or unsafe working conditions, the chancellor, provost, or appropriate vice president may direct employees to work in another location or may close the workplace by directing employees not to report to work and/or by releasing those affected employees who are already at work. To the extent that unsafe or adverse working conditions can be anticipated, employees will be given advance notice not to report to work. Pay and leave issues will be addressed in all cases in accordance with this policy. [Working Through Adverse Working Conditions Pro 1.a. in part]
b. The chancellor, provost, or appropriate vice president has the authority to close a specific building or part of a building, an area of a campus, or an entire campus. Management will use its best efforts to designate and communicate the closing and reopening times.

c. During the period that a workplace is closed, the university will attempt to resolve the adverse or unsafe working condition or identify alternative work locations and arrangements so that employees are able to return to work as soon as possible. The university retains the right to assign a person to a different work location at its discretion.

d. If the adverse or unsafe working condition is limited to a specific building, part of a building, or to a specific area of a campus, and other portions of the campus remain open, employees who do work during such periods will receive their regular rate of pay. This includes employees assigned to rectify, repair, or otherwise perform work related to the situation.

e. If the situation is widespread and severe such that the entire campus is closed, emergency Support and Service Staff who are required to work will receive their regular rate of pay plus time and one-half additional time or pay, as determined by the department head. Professional Staff will receive their regular rate of pay.

i. It is the responsibility of the department head to designate which jobs, if any, are subject to emergency work requirements.
2. Closing of a workplace for up to five working days [Working Through Adverse Working Conditions Pro 2.]
   
a. If a workplace is closed pursuant to this policy, the affected employees who were scheduled to work and were not at work solely because of the adverse working conditions will incur no loss of pay and will not be required to cover any absences due to the closing for up to five working days. The absence is to be coded as Adverse Working Conditions (ADW). Employees who were not scheduled to work or were not at work because of such reasons as vacation, holiday, sick time, funeral, or leave of any type whether paid or unpaid, will continue in that status and their absence will be coded according to the particular reason for the absence. [Working Through Adverse Working Conditions Pro 2.a. in part] [Working Through Adverse Working Conditions Pro 2.a.i. in part]

b. Any portion of an employee's regular workday counts as one day for the purposes of this policy. [Working Through Adverse Working Conditions Pro 2.b.]

3. Closings that extend beyond five working days [Working Through Adverse Working Conditions Pro 3.]
   
a. Whenever a workplace is closed pursuant to this policy for more than five working days, Support and Service Staff must cover any additional time away from work using one or more of the following: [Working Through Adverse Working Conditions Pro 3.a.]
   
i. Accrued vacation, holiday, or income protection time [Working Through Adverse Working Conditions Pro 3.a.i.]

ii. Accrued compensatory time [Working Through Adverse Working Conditions Pro 3.a.ii.]

iii. Absence without pay and with benefit accrual (AWB) [Working Through Adverse Working Conditions Pro 3.a.iii.]

iv. With department head approval, work at a different location on or off campus [Working Through Adverse Working Conditions Pro 3.a.iv.]
v. With department head approval, make up the time on an hour-for-hour basis within the same workweek of the absence. Hours made up in addition to 40 hours in pay status in a workweek are subject to overtime compensation. [Working Through Adverse Working Conditions Pro 3.a.v.]

b. Whenever a workplace is closed pursuant to this policy for more than five working days, Professional Staff must cover any additional time away from work using one or more of the following: [Working Through Adverse Working Conditions Pro 3. And its subparts]

i. Accrued paid time off or sick leave account time (in full days for PAE Staff and hour-for-hour for PAO and PAU Staff).

ii. Accrued compensatory time for PAO Staff.

iii. Absence without pay and with benefit accrual (AWB).

iv. With department head approval, work at a different location on or off campus.

v. With department head approval, PAO and PAU Staff may make up time on an hour-for-hour basis in the same work week of the absence. Hours made up in addition to 40 hours in pay status in a workweek are subject to overtime compensation.

c. The use of any type of paid time off to cover time away due to adverse or unsafe working conditions does not count against the maximum amount that can be used in a calendar year. [Working Through Adverse Working Conditions Pro 3.b.]

D. Definitions

1. Adverse or unsafe working conditions covered by this policy are physical conditions of a workplace that make it impossible or impractical for employees to work in their usual work location. Examples of adverse or unsafe conditions are loss of heat or electricity, damaged buildings, restricted access to an area of campus due to flooding or tornado damage, or situations that implicate personal safety.

2. Adverse or unsafe conditions could affect a specific building or part of a building, an area of a campus, or an entire campus.
E. Sanctions
Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

F. Web Address for this Policy
hr.iu.edu/policies/appointed/adverse_working.html
Adverse Weather Conditions
AFSCME (BL, IN, SB) 10.2

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. It is the policy of Indiana University to operate at all times and Staff are expected to report for work unless otherwise notified. [Adverse Weather Policy 1. In spirit]

2. There will be times because of the weather when certain staff members cannot travel to work or may need to leave early. 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. [Adverse Weather Policy 2. in spirit] [Adverse Weather Policy 3. In part]

3. If adverse weather conditions are widespread and extremely severe, the campus may be closed. [Adverse Weather Pro Campus closure non-essential 1. in part]

C. Procedures

1. The campus remains open: If adverse weather conditions create extreme travel hazard for a staff member traveling to or from the workplace and the campus remains open: [Adverse Weather Pro Missing work 1.]
   
   a. The person should make every effort to notify the departmental supervisor. [Adverse Weather Pro Missing work 1. in part]
b. So that the employee will not suffer loss of pay, the department may authorize the use of accrued vacation, previously accrued compensatory time, accrued income protection time as provided under "emergency" provisions, or, with supervisory approval, the work may be made up on an hour-for-hour basis during the same week. [Adverse Weather Pro Missing work 2.a. in spirit]

c. Employees may utilize absence without pay, with time-off-benefits accruals, in lieu of charging the absence against items listed above. [Adverse Weather Pro Missing work 4.a.]

2. **The campus is closed**: If adverse weather conditions are widespread and extremely severe and the campus is closed, it will be announced by means of local radio stations that staff members shall not report to work. Whenever a campus is closed, the president's office is to be notified promptly. [Adverse Weather Pro Obtaining info 1. in part]

   a. Under such circumstances, pay for staff members will be continued without charge to allowances or make-up of time when the closing occurs on a scheduled work day. Examples of situations where employees would not receive adverse weather pay include when, before the closing, an employee is off on scheduled vacation, sick time, or a leave of absence, or the closing occurs on a non-work day for the employee. [Adverse Weather Pro Missing work 2 in spirit] [Adverse Weather Pro Campus closure non-essential 2.a. in part] [Adverse Weather Pro Campus closure non-essential 2.a.i. in part] [Adverse Weather Pro Campus closure non-essential 2.a.ii in part]

3. Obtaining information on whether the campus is open or closed:

   a. When it appears that a campus may close due to weather, Staff are encouraged to listen to their local radio stations. Media reports on the closing and reopening of classes for students do not constitute official closing and reopening times for Staff. [Adverse Weather Pro Obtaining info 1. and its subparts]

      i. At Bloomington, call the campus emergency information number at 1-877-482-5486 or visit the Emergency Information Web Site: [http://emergency.service.indiana.edu](http://emergency.service.indiana.edu). [Adverse Weather Pro Obtaining info 2. in spirit]
At IUPUI, call the campus emergency information number at 1-317-278-1600 or visit the campus Emergency Preparedness Web Site: http://www.iupui.edu/%7eprepared/weather/. [Adverse Weather Pro Obtaining info 2. in spirit]

At South Bend, call the main IUSB phone number (574) 520-4872 for a recorded message about official closing and reopening times for Staff or visit the campus Emergency Preparedness Web Site: http://www.iusb.edu/preparedness/. For payroll purposes, the chancellor will establish an official time of closing and reopening. [Adverse Weather Pro Obtaining info 2. in spirit]

4. Compensation for work performed when a campus is closed:
   a. There are some jobs which require employees to work during such circumstances. Supervisors are to notify employees in such jobs of this requirement. [Adverse Weather Pro Campus closure essential 1.]
   b. Service Maintenance Staff employees who are required to work when the campus is closed due to adverse weather on their scheduled workday receive pay for the hours worked plus one of the types of premium compensation listed below. The department head determines which type of additional compensation the employee receives. [Adverse Weather Pro Campus closure essential 3.]
      i. Pay at the rate of one and one-half times the hourly rate. [Adverse Weather Pro Campus closure essential 3.a.]
      ii. Time off at the rate of one and one-half times the hours worked. [Adverse Weather Pro Campus closure essential 3.b.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/health_safety/adverse_weather.html

F. Related Information
Bloomington Campus Emergency Preparedness
IUPUI Campus Emergency Preparedness
South Bend Campus Emergency Preparedness

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.

University Human Resource Services
Last updated: 1 July 2012
URL: http://hr.iu.edu/policies/
Comments concerning content and the Web site: policy@iu.edu
Privacy Statement
Injury on the Job
AFSCME (BL, IN, SB) 10.4

**Effective:** July 1, 2012
**Last Updated:** July 1, 2012

**Responsible University Office:** University Human Resources
**Responsible University Administrator:** Senior Vice President and Chief Financial Officer
**Policy Contact:** University Human Resources

A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Employees must report all on-the-job injuries to their supervisor immediately or as soon as possible if the injury requires emergency medical care. Failure to report the injury the same day of occurrence may result in denial of the claim. [Injury on the Job Pol 1.]

2. Full-time appointed employees may receive supplemental benefits in addition to those provided by State law when injury or occupational disease is incurred while performing their duties, subject to the conditions described in the Procedures section below. [Injury on the Job Pol 2.]

C. Procedures

1. **Reporting on-the-job injuries**
   a. When the supervisor receives the employee’s report of an injury, he or she must report the injury on the [Occupational Injury/Illness Report form](#) and forward to the Worker's Compensation office within 24 hours regardless of whether professional medical attention or lost time is indicated. [Injury on the Job Pro Reporting 1.]

   i. At Bloomington, the form is to be forwarded directly to the Worker’s Compensation office. [Injury on the Job Pro Reporting 1. includes as “Workers’ Compensation Office”].

   ii. At IUPUI, the form is sent to IUPUI Health Services which will submit it to the Worker’s Compensation office. [Injury on the
Job Pro Reporting 1. includes as “Workers’ Compensation Office”.

iii. At South Bend, the form is to be forwarded to the campus Human Resource office which will submit it to the Worker’s Compensation office. [Injury on the Job Pro Reporting 1. includes as “Workers’ Compensation Office”.

b. An Employer Authorization for Treatment form must be completed prior to or at the time treatment is sought. This form is available online from the Worker's Compensation office. [Injury on the Job Pro Reporting 2.

c. The University has the choice of the attending physician for treatment of on-the-job injuries. Employees should check with their supervisor before seeking medical care except in emergency cases. If there are questions, contact the Worker's Compensation office. [Injury on the Job Pro Reporting 3.

i. At Bloomington, the employee must go to the IU Health Occupational Services (East), formerly Promptcare. If the center is closed or the injury requires emergency care, the employee must go to the IU Health Bloomington Hospital Emergency Room. [Injury on the Job Pro Reporting 3.a. included as “campus specific treatment locations”.

ii. At IUPUI, Staff must go to the IUPUI Health Services for treatment of on-the-job injuries. If the health center is closed or the injury requires emergency care, Staff should go to the University Hospital Emergency Room. [Injury on the Job Pro Reporting 3.a. included as “campus specific treatment locations”.

iii. At South Bend, contact the campus Human Resource office for directions. If it is closed or the injury requires emergency care, the employee must go to a hospital emergency room. [Injury on the Job Pro Reporting 3.a. included as “campus specific treatment locations”.

d. An employee may not be entitled to Worker’s Compensation benefits and university-provided injury leave if she/he: [Injury on the Job Pro Reporting 4.]

i. Does not seek medical treatment for an injury that results in lost time [Injury on the Job Pro Reporting 4.b.]

ii. Seeks treatment from a source other than a designated center, or if appropriate, from a hospital emergency room. [Injury on the Job Pro Reporting 4.c.]

2. Return to work

a. Before leaving the treatment location, employees must obtain a physician’s statement regarding the employee’s return-to-work status and provide it to their supervisor upon returning to work. [Injury on the Job Pro Return 1.]

b. The following are three possible outcomes for an injured employee following initial treatment: [Injury on the Job Pro Return 2.]

i. The employee is released to return to work with no restrictions. [Injury on the Job Pro Return 2.a.]

ii. The employee is released to work with temporary restrictions. If the university can provide work for the employee, the employee is brought back to work within the restrictions. If the university cannot provide such work, the employee remains off from work. [Injury on the Job Pro Return 2.b.]

iii. The employee is not released to return to work and remains off from work. [Injury on the Job Pro Return 2.c.]

c. If the attending physician gives the employee work restrictions and the university can provide work for the employee within the restrictions, then the employee is not entitled to receive temporary total disability benefits. [Injury on the Job Pro Return 3.]

d. If an FMLA-eligible employee declines an assignment offered under Worker’s Compensation, FMLA leave should start immediately. See the Family Medical Leave Act (FMLA) Rights policy for details on how to initiate this process. [Injury on the Job Pro Return 4.]
3. For accidents involving exposure to human tissue, blood, or fluid
   a. For accidents involving exposure to human tissue, blood or fluid—within two hours of exposure—the employee must take (in person) one copy of the Occupational Injury-Illness Report form to: [Injury on the Job Pro For accidents 1.]
      i. At Bloomington, the employee must go to the IU Health Occupational Services (East), formerly Promptcare. If it is closed, the employee must go to the IU Health Bloomington Hospital Emergency Room. [Injury on the Job Pro For accidents 1.a. included as “campus specific treatment”.
      ii. At IUPUI, Staff must go to the IUPUI Health Services. If it is closed, Staff should go to the University Hospital Emergency Room. [Injury on the Job Pro For accidents 1.a. included as “campus specific treatment”.
      iii. At South Bend, contact the campus Human Resource office for directions. If it is closed, the employee must go to a hospital emergency room. [Injury on the Job Pro For accidents 1.a. included as “campus specific treatment”.
      iv. A copy of the Occupational Injury-Illness Report form must be sent to the risk officer of Biosafety in Bloomington. [Injury on the Job Pro For accidents 1.c.
      v. If the employee can obtain a sample of the source of contamination, they should take the sample to the center or hospital for testing. [Injury on the Job Pro For accidents 1.d.

4. Eyewear and Chiropractic Services
   a. Worker's Compensation will pay the cost of replacing or repairing eyeglasses or contact lenses damaged or broken as a result of an on-the-job injury or accident. If replacement is required, eyeglasses or lenses of an equivalent cost will be provided. [Injury on the Job Pro Eyewear 1.
      i. At Bloomington, safety glasses provided by the University shall be replaced through the University Optometry Clinic. [Injury on the Job Pro Eyewear 1.a.]
b. If the attending physician in an on-the-job injury case recommends chiropractic services, the University will pay for the recommended services. There are specific circumstances in which this policy applies and the employee should contact Worker's Compensation for the guidelines prior to seeking chiropractic care. [Injury on the Job Pro Eyewear 2.]

5. Supplemental benefits
   
   a. Supplemental benefits that full-time Staff employees may receive for an on-the-job injury are as follows: [Injury on the Job Pro Supplemental 1.]
      
      i. For the first 40 regular scheduled work hours of disability in a payroll calendar year in which an employee is unable to work as the result of an on-the-job injury, the university will provide the employee's full salary at the regular rate. Absence during this time is not charged to previously earned benefits. [Injury on the Job Pro Supplemental 1.a.]

   b. Such paid absence hours are limited to 40 in a payroll calendar year unless an absence due to an injury exceeds 21 days. In such cases, the eligibility for the supplemental benefit will be restored. [Injury on the Job Pro Supplemental 1.b. in part] [Injury on the Job Pro Supplemental 1.b.i. in part]

   c. Department heads may require a physician's statement before approving payment for absences during this period of time. [Injury on the Job Pro Supplemental 2.]

   d. All lost time must be reported to the Worker's Compensation office. [Injury on the Job Pro Supplemental 3.]

6. Supplemental benefits when an on-the-job injury occurs during an overtime assignment
   
   a. If an on-the-job injury requiring emergency medical treatment occurs during an overtime assignment, the employee will receive the supplemental benefits based on which of the following four outcomes occurs first. All four start at the time of the injury and end: [Injury on the Job Pro For AFSCME 1.]
i. At the time that the employee is released from the emergency medical care provider and returns to work. [Injury on the Job Pro For AFSCME 1.a.]

ii. At the time that the employee is released from the emergency medical care provider and is restricted from returning to work. (Note, this would include the time required for the employee to return to the campus to obtain his/her vehicle to drive home, if that should occur.); no greater than four hours. [Injury on the Job Pro For AFSCME 1.b.]

iii. At the time that the employee is released from the emergency medical care provider and moved to an overnight medical care facility, such as being admitted into a hospital from that hospital’s emergency room; no greater than four hours. [Injury on the Job Pro For AFSCME 1.c.]

iv. At the time that the overtime assignment ends if it had a scheduled end time, or to the time that it did end for any employees remaining on the assignment, or could reasonably be concluded that it would have ended; no greater than four hours. [Injury on the Job Pro For AFSCME 1.d.]

b. The time covered under these options will be charged to INJ time at a time and one half rate. Thus for each hour covered, the employee will receive 1 ½ hours of pay and 1 ½ hours will be charged to the annual allotment of 40 hours of INJ time. [Injury on the Job Pro For AFSCME 2.]

c. If the INJ time for the year has been exhausted, the time off during the overtime assignment is without pay. [Injury on the Job Pro For AFSCME 3.]

7. State of Indiana Worker’s Compensation Benefits

a. If the Worker's Compensation office determines that the employee is eligible, the employee will receive the lost wages benefit of the state Worker’s Compensation beginning on the eighth calendar day of disability. Such Compensation pays a portion of the employee’s salary. State legislation (which changes from time to time)
determines the exact amount paid by Worker’s Compensation. [Injury on the Job Pro State of Indiana 1.]

i. For information about payment amounts and claims procedures, contact the Worker's Compensation office in Bloomington. [Injury on the Job Pro State of Indiana 1.a.]

b. Employees may choose to supplement the state benefit through the use of accrued University paid time off benefits in order to receive their full salary. [Injury on the Job Pro Payroll 1.]

i. Employees may charge a maximum of four hours per day to accrued paid time off benefits and compensatory time. [Injury on the Job Pro Payroll 1.a.]

ii. Charges to vacation earnings do not count against the amount of vacation time employees can use in a calendar year. [Injury on the Job Pro Payroll 1.c.]

iii. Employees who choose this option will continue to accrue paid time off earnings at the full time rate. [Injury on the Job Pro Payroll 1.d.]

c. When all benefit accruals have been used, or if the employee chooses not to use them, the employee can continue for an additional 29 calendar days receiving only the state Worker's Compensation payment. During this time, the employee will be recorded as absent without pay and without benefit accrual. Starting with the 30th calendar day, unless the employee has returned to work, the employee will be placed on a Leave of Absence while still receiving the state Worker's Compensation benefits as long as eligible under provisions of the law and will continue to receive university service credit. [Injury on the Job Pro 8.b.] [Injury on the Job Pro Payroll 2.a.] [Injury on the Job Pro Payroll 2.b.] [Injury on the Job Pro Payroll 2.c.]

8. Permanent disability
   a. When an employee is released from medical treatment with a permanent disability, then he/she may be covered under the Americans with Disabilities Act (ADA). See the
policy, Employment Accommodations for Persons with Disabilities Under the ADA-Title 1. [Injury on the Job Pro Permanent]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/health_safety/injury.html

F. Related Information
Family and Medical Leave Act (FMLA) Rights policy
Employment Accommodations for Persons with Disabilities Under the ADA-Title 1 policy
IU Worker's Compensation office

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Safety Committee
AFSCME (BL, IN, SB) 10.7

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement
A Safety Committee provides a means for active participation of Staff, their representatives, and management personnel to assist IU in achieving a safe and healthful workplace. [Workplace Safety Pol 5.]

C. Procedures

1. At Bloomington, Committee composition [Workplace Safety Pro G.1.a.]
   a. A Joint Safety Committee composed of the following will be appointed to meet monthly to discuss safety and health matters: [Workplace Safety Pro IU Safety Committee 1.a.i.]
      i. Five AFSCME appointees [Workplace Safety Pro IU Safety Committee 1.a.i.dot]
      ii. Five University administration members [Workplace Safety Pro IU Safety Committee 1.a.i.dot]
   b. Committee specifics [Workplace Safety Pro IU Safety Committee 1.a.ii.]
      i. University Human Resource Services will coordinate the committee appointments. [Workplace Safety Pro IU Safety Committee 1.a.ii.dot]
      ii. The initial appointments will be made by September 1, 1994. [Workplace Safety Pro IU Safety Committee 1.a.ii.dot]
iii. Clerical support for the committee will be provided as needed. [Workplace Safety Pro IU Safety Committee 1.a.ii.dot]

iv. Environmental Health and Safety will provide technical support for the committee when requested. [Workplace Safety Pro IU Safety Committee 1.a.ii.dot]

v. The Chairperson of the committee shall rotate semi-annually between an AFSCME appointee and an Administration appointee. [Workplace Safety Pro IU Safety Committee 1.a.ii.dot]

2. At IUPUI, Campus-wide safety committee [Workplace Safety Pro IU Safety Committee 1.b.]

a. A campus-wide safety committee will be established by Environmental Health and Safety. A representative from AFSCME is to be included on this committee. [Workplace Safety Pro IU Safety Committee 1.b.i.]

b. The committee will be chaired by a representative of Environmental Health and Safety and will be convened as necessary to address health and safety issues. [Workplace Safety Pro IU Safety Committee 1.b.ii.]

c. The committee’s objectives will be determined by its members; however, in general the committee will be responsible for: [Workplace Safety Pro IU Safety Committee 1.b.iii.]

i. Making policy recommendations on safety issues [Workplace Safety Pro IU Safety Committee 1.b.iii.dot]

ii. Establishing a process to handle non-emergency safety complaints [Workplace Safety Pro IU Safety Committee 1.b.iii.dot]

iii. Reviewing specific non-emergency situations [Workplace Safety Pro IU Safety Committee 1.b.iii.dot]

iv. Conducting after-action reviews to evaluate responses to emergency situations [Workplace Safety Pro IU Safety Committee 1.b.iii.dot]
v. Providing input on specific safety programs [Workplace Safety Pro IU Safety Committee 1.b.iii.dot]

3. At South Bend, there is no stand-alone safety committee. See the Workplace Safety policy for the procedures for addressing workplace safety concerns. [Workplace Safety Pro IU Safety Committee 1.c.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy
hr.iu.edu/policies/sm-all/health_safety/safety_comm.html

F. Related Information
Workplace Safety policy

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.
Workplace Safety
AFSCME (BL, IN, SB) 10.8

Effective: July 1, 2012
Last Updated: July 1, 2012
Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Indiana University recognizes its responsibility to provide a safe and healthful working environment. This shall include making reasonable efforts to promptly investigate and address health and safety issues, not requiring employees to perform tasks that are dangerous to their health and safety without adequate training and safety equipment as determined by applicable state and federal laws, and making readily accessible information on hazardous materials. [Workplace Safety Pol 1.]

2. The Union recognizes its responsibility to cooperate with the University in maintaining improving a safe and healthful working environment. [Workplace Safety Pol 6.]

C. Procedures

1. Dangerous conditions requiring immediate attention
   a. In a dangerous, emergency situation, the employee should call 9-1-1. (In situations involving serious injury, the need for rescue, fire, or other emergencies that require the intervention of emergency response personnel, employees should immediately call 9-1-1.) [Workplace Safety Pro Dangerous conditions 1.]
   b. Where a dangerous working condition exists that requires immediate corrective action, the employee shall notify the supervisor at once. See also the section below on refusal of unsafe or dangerous work assignments. [Workplace Safety Pro Dangerous conditions 2.]
c. The supervisor shall take immediate action to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the dean or director of the supervisor. [Workplace Safety Pro Dangerous conditions 3.]

d. If corrective action is not taken immediately by the supervisor, or the action taken does not minimize the hazard to a reasonable standard of safety, the employee shall notify the campus Environmental Health & Safety (EH&S) office. [Workplace Safety Pro Dangerous conditions 4.]

e. The campus EH&S office will document the report of a dangerous working condition and designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor, and the dean or director. [Workplace Safety Pro Dangerous conditions 5.]

f. At Bloomington, the campus EH&S office will inform the Bloomington Joint Safety Committee (JSC) at the next regularly scheduled JSC meeting of the report of a dangerous working condition and the decision of EH&S regarding appropriate action taken. [Workplace Safety Pro Dangerous conditions 6.] [Workplace Safety Pro Dangerous conditions 6.a.]

i. The JSC will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and actions are necessary. If the JSC determines that additional investigation is needed, then it will decide what actions are to be taken to reach a consensus at the following regularly scheduled JSC meeting. [Workplace Safety Pro Dangerous conditions 6.b.]

ii. In the case of impasse the matter shall be submitted to the Director of Environmental Health and Safety office at Bloomington for resolution. [Workplace Safety Pro Dangerous conditions 6.c.]

2. Refusal of unsafe or dangerous work assignments
a. An employee or group of employees who refuse a work assignment because of a reasonable belief that to perform such work would endanger his/her physical safety beyond the normal hazards of the occupation or violates governmental safety standards, should use the complaint procedure set forth in the section on “Dangerous conditions requiring immediate attention” above. [Workplace Safety Pro Refusal 1.a.]

b. Employees, including the employee or employees who refused the work assignment shall not be required to resume the disputed work until either the alleged hazard is corrected or a determination has been made by a qualified person from the campus EH&S office stating the work is not unsafe or dangerous. [Workplace Safety Pro Refusal 1.b.]

c. No employee who refuses to perform work in accordance with this section shall be disciplined or retaliated against or lose the right to perform the work once the hazardous condition has been corrected. [Workplace Safety Pro Refusal 1.c.]

d. Pending the decision by the University concerning the work in question or the removal of the hazardous conditions, such employees may be assigned to any other work that is available, without loss of pay or benefits. [Workplace Safety Pro Refusal 1.d.]

3. Unsafe conditions not requiring immediate attention

a. Where a working condition is thought to be unsafe, or potentially unsafe, but does not require immediate corrective action, employees and supervisors shall first work together informally to correct the unsafe working condition. [Workplace Safety Pro Unsafe conditions not requiring 1.a.]

b. At Bloomington, when this informal process does not resolve the issue, the following procedure shall be used: [Workplace Safety Pro Unsafe conditions not requiring 1.b.]

i. The employee(s) shall fill out an Unsafe Working Conditions form (also available as a PDF), being as detailed and specific as possible. The employee(s) shall note the location and cause of the unsafe condition and the actions which should be
taken to correct the condition. The employee(s) should then give the Form to the immediate supervisor. [Workplace Safety Pro Unsafe conditions not requiring 1.b.i.]

ii. The supervisor shall have five (5) working days to investigate and respond in writing to the complaint of unsafe working conditions and take whatever corrective action, if any, needs to be taken. The supervisor shall consult with department management before preparing the written response. [Workplace Safety Pro Unsafe conditions not requiring 1.b.ii.]

iii. If the employee(s) disagrees with the action taken by the supervisor, or if no action is taken, the employee shall have three (3) working days to appeal to the campus Environmental Health & Safety (EH&S) office. [Workplace Safety Pro Unsafe conditions not requiring 1.b.iii.]

iv. The campus EH&S office shall have five (5) working days to investigate the matter and take whatever corrective action, if any, is needed. The campus EH&S office will inform the Bloomington Joint Safety Committee (JSC) at the next regularly scheduled JSC meeting regarding the complaint of an unsafe working condition and the decision of the campus EH&S office regarding appropriate corrective action taken. [Workplace Safety Pro Unsafe conditions not requiring 1.b.iv.]

v. If the employee(s) disagrees with the action taken by EH&S, or if no action is taken, the employee shall have three (3) working days to appeal to the Bloomington Joint Safety Committee. [Workplace Safety Pro Unsafe conditions not requiring 1.b.v.]

vi. The Bloomington Joint Safety Committee shall consider the matter at its next regularly scheduled meeting. JSC will review the information related to the unsafe working condition and reach a consensus regarding whether the situation has been satisfactorily resolved or if additional investigation and actions are necessary. If the JSC determines that additional investigation is needed, then it will decide what actions are to be taken to reach a consensus at the following regularly scheduled JSC meeting. The Joint Safety Committee shall respond in
writing to all complaints brought to its attention. [Workplace Safety Pro Unsafe conditions not requiring 1.b.vi.]

vii. In the case of an impasse the matter shall be submitted to the Director of Environmental Health and Safety office at Bloomington for resolution. [Workplace Safety Pro Unsafe conditions not requiring 1.b.vii.]

c. At IUPUI, employees who observe an unsafe working condition which does not appear to require immediate corrective action should complete an Unsafe Working Conditions report being as detailed as possible. The form is to be given to the immediate supervisor. [Workplace Safety Pro Unsafe conditions not requiring 1.c.]

i. The supervisor has three working days to investigate the matter and take appropriate corrective action as needed. [Workplace Safety Pro Unsafe conditions not requiring 1.c.i.]

ii. If the employees disagree with the action taken, or if the supervisor takes no action, they will then have two working days to appeal to the dean or director. [Workplace Safety Pro Unsafe conditions not requiring 1.c.ii.]

iii. The dean or director has five working days to investigate the matter and take whatever corrective action is needed. [Workplace Safety Pro Unsafe conditions not requiring 1.c.iii.]

iv. If the employees disagree with the action taken by the dean or director, or if no action is taken, they have two working days to appeal to the campus-wide Safety Committee (see the Safety Committee policy) by notifying the committee chairperson. [Workplace Safety Pro Unsafe conditions not requiring 1.c.iv.]

v. The campus-wide Safety Committee will have five working days to meet, investigate the matter and take appropriate corrective action as needed. The committee will issue a written response to all complaints brought to its attention. [Workplace Safety Pro Unsafe conditions not requiring 1.c.v.]

d. At South Bend, employees who observe an unsafe working condition which does not appear to require immediate corrective action, should complete an Unsafe Working Conditions report being
as detailed as possible. The form is to be given to the immediate supervisor. [Workplace Safety Pro Unsafe conditions not requiring 1.d.]

i. The supervisor has five working days to investigate the matter and take appropriate corrective action as needed. [Workplace Safety Pro Unsafe conditions not requiring 1.d.i.]

ii. If the employees disagree with the action taken, or if the supervisor takes no action, they will then have two working days to appeal to the dean or director. [Workplace Safety Pro Unsafe conditions not requiring 1.d.ii.]

iii. The dean or director has five working days to investigate the matter and take whatever corrective action is needed. [Workplace Safety Pro Unsafe conditions not requiring 1.d.iii.]

iv. If the employees disagree with the action taken by the dean or director, or if no action is taken, they have two working days to appeal to the campus EH&S office. [Workplace Safety Pro Unsafe conditions not requiring 1.d.iv.]

v. The campus EH&S office will have five working days to initiate an investigation of the matter. The campus EH&S office will inform the department and the employee of its conclusions and actions. [Workplace Safety Pro Unsafe conditions not requiring 1.d.v.]

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Forms
Unsafe Working Conditions Form (PDF)
Unsafe Working Conditions Form (Word)

F. Web Address for this Policy
hr.iu.edu/policies/sm-all/health_safety/workplace_safety.html

G. Related Information
Safety Committee policy
H. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.