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Attendance, Absences, and Personal Emergency

CWA 4.1
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Attendance
1. Regular attendance as established by the department is a condition of employment. [Attendance, Absences, and Personal Emergency Policy Attendance 1.]
2. Approved absences and any verification of the reason for the absence are subject to the provisions contained in Section 12.0, Time Off. [Attendance, Absences, and Personal Emergency Policy Attendance 3.]

B. Reporting absences
1. All employees are personally responsible for reporting absences to their supervisor before they are scheduled to begin the workday. [Attendance, Absences, and Personal Emergency Policy Reporting 1. in part]
2. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible of the reason and expected time of return. [Attendance, Absences, and Personal Emergency Policy Reporting 2.]
   a. At Bloomington, if the supervisor cannot be reached, the employee should follow the reporting procedure of the department. At Northwest, if the supervisor can not be reached, the employee should notify the campus Human Resources office to have any message relayed to the supervisor, unless the department has a different established reporting procedure. [Attendance, Absences, and Personal Emergency Policy Reporting 2.a in part] [Attendance, Absences, and Personal Emergency Policy Reporting 2.a.i. in part]

C. Unexcused absences cause for termination
1. Unexcused absences, with or without pay or time off accrual, may be subject to disciplinary action through the corrective action process. [Attendance, Absences, and Personal Emergency Policy Unexcused 1.]
2. Prior to terminating an employee, departments must consult with the campus Human Resources office. [Attendance, Absences, and Personal Emergency Policy Unexcused 3.]
3. Consecutive absences without proper notification as defined in B above are subject to termination. [Attendance, Absences, and Personal Emergency Policy Unexcused 2.]
   a. Three consecutive working days absent without proper notification may be cause for termination. [Attendance, Absences, and Personal Emergency Policy Unexcused 2.a.]
   b. Five consecutive working days absent without proper notification is cause for termination. [Attendance, Absences, and Personal Emergency Policy Unexcused 2.b.]

D. Personal emergency
1. Employees may choose to charge time off for personal emergency to any of these three categories of unused time: vacation time, income protection time, and/or compensatory time off. [Attendance, Absences, and Personal Emergency Policy Personal emergency 4.]
2. The employee may be required to provide documentation on the nature and circumstances of the absence. [Attendance, Absences, and Personal Emergency Policy Personal emergency 3.]
3. The employee must notify the supervisor as soon as possible as to the reason and the expected time of return. [Attendance, Absences, and Personal Emergency Policy Personal emergency 2.]
Adverse Weather Conditions

CWA 4.2
Revised July 1, 2013

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Missed work due to extreme travel hazards
1. It is the policy of the university to operate at all times; therefore, employees are expected to report for duty unless notified otherwise. [Adverse Weather Policy 1.]
2. It is not expected that the university will close, although there will be times because of weather when certain employees cannot travel to work or may need to leave early. If adverse weather conditions create extreme travel hazards for an employee traveling to or from the workplace, the following provisions apply: [Adverse Weather Policy 2.]
   a. The employee should make every effort to notify the departmental supervisor. [Adverse Weather Pro Missing work 2.a. in part]
   b. The employee will have the choice of use of accrued vacation, accrued income protection time due to or as provided under "emergency" provision, previously accrued compensatory time, or with supervisory approval the work may be made up on an hour-for-hour basis during the same week so that the employee will not suffer loss of pay. [Adverse Weather Pro Missing work 2.a.]
   c. At their option, employees may be absent without pay and still accrue time off. This is in lieu of charging the absence against items listed in 2.b. above. [Adverse Weather Pro Missing work 4.a.]

B. Closing of campus
1. If adverse weather conditions are widespread and extremely severe, the president on the Bloomington campus and the chancellors on the other campuses may determine that the campus should be closed and announce by means of local radio stations that employees will not report to work. Under such circumstances, the following provisions apply: [Adverse Weather Pro Campus closure non-essential 1.]
   a. Pay for employees will be continued without charge to allowances or make-up of time. [Adverse Weather Pro Campus closure non-essential 2.]
   b. Only emergency Temporary and appointed employees who are required to work will be allowed time and one-half additional time off, or pay, as determined by the department head for those hours worked when the campus is actually closed. [Adverse Weather Pro Campus closure essential 3.a. in part in spirit] [Adverse Weather Pro Campus closure essential 3.b. in part in spirit]
      i. It is the responsibility of supervisors to notify employees in advance which jobs may be subject to emergency requirements. [Adverse Weather Campus closure essential 1. in spirit]
2. When campus is closed, an absence charged to weather should be coded on the payroll voucher with appropriate notation in comment section.
3. Non-emergency employees who report to work when the campus is closed will be compensated at their regular rate of pay. [Adverse Weather Pro Campus closure non-essential 3.]
Procedure 4.2

Obtaining information about a weather closing

1. When it appears that campus may be closed due to weather, employees are requested to listen to their radios for information. [Adverse Weather Pro D.1. and its subparts]

2. At Bloomington employees may also call the university's emergency information number at 1-877-482-5486 or visit the Campus Emergency Site at http://emergency.iub.edu/.

3. At Northwest employees may also call the university's emergency information number at 1-877-482-2678, or visit the Northwest Weather Watch and Emergency Closing Information site at http://www.iun.edu/closings.

University Human Resources
Last updated: 12 July 2013
URL: http://hr.iu.edu/policies/
Comments concerning content and the Web site: policy@iu.edu
Privacy Statement
Work Schedules and Uniforms

CWA 5.1
Revised July 1, 2013
Changes indicated in red font.

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Record-keeping responsibilities
1. Weekly work schedules should be documented and maintained with other payroll-related records within the department. [Work Schedules and Hours Pol Recordkeeping 1.]
2. It is each employee's responsibility to accurately record all hours worked on the university-provided timekeeping device.
   a. 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.]
3. It is each department's responsibility to maintain a record of all hours worked and to submit the record to Payroll. [Work Schedules and Hours Pol Recordkeeping 4.]
   a. Each employee must submit the recorded time to his or her supervisor for approval, before the department submits the record to Payroll. [Work Schedules and Hours Pol Recordkeeping 3.]

B. Work schedules
1. The workweek for all campuses and departments begins and ends at 12:00 midnight on Saturday. [Alternative Work Schedules Pol 2.]
2. The basic full-time work schedule consists of 40 hours in each workweek. [Work Schedules and Hours Pol Work Schedules 2. in part]
   a. Schedules different than 40 hours per week are to be approved by the campus Human Resources office with written notification to Payroll [Work Schedules and Hours Pol Work Schedules 2.b.]
3. Employees should not be scheduled to work on a regular basis on more than six days of the week. [Work Schedules and Hours Pol Work Schedules 5.]
4. 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 2. addresses the issue while giving departments additional flexibility]
a. Alternative work schedules are permitted. (See Alternative Work Schedules.) [Work Schedules and Hours Pol Work Schedules 4.]

5. Note that if a change in a Staff employee's work schedule requires the employee to work on a scheduled day off, the employee may be eligible for additional pay as provided by the Changes in Work Schedule provision within the Premium Pay policy. [Work Schedules and Hours Pol Work Schedules 4.b.]

C. Rest periods
1. Efforts will be made to permit employees to take rest periods. [Work Schedules and Hours Pol Rest periods 1.]
   a. Reasonable breaks are normally 15 minutes during each half day of work. [Work Schedules and Hours Pol Rest periods 1.a.]
2. 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. [Work Schedules and Hours Pol Rest periods 4.]
3. For employees required to work in adverse conditions (e.g., extreme cold), the supervisor may use discretion in scheduling additional breaks. [Work Schedules and Hours Pol Rest periods 2.]
4. Time allowed for rest periods is not cumulative and is not intended to cover late arrival or early departure. [Work Schedules and Hours Pol Rest periods 3.]

D. Lunch breaks
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. 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 part of an alternative or flexible work schedule. In these situations every effort should be made to provide the employee the fifteen minute rest periods as provided in paragraph C. [Work Schedules and Hours Pol Meal Breaks 2. in part] [Work Schedules and Hours Pol Meal Breaks 2.b. in part]

E. Uniform change time
Employees who are 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.]
F. Shift preference
Shift preference for job openings 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 a regular basis. [Work Schedules and Hours Pol Shift preference 1.]
Alternative Work Schedules

CWA 5.2
Revised January 7, 2010

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Policy

1. Indiana University encourages operating units to accommodate the childcare, family care, and other personal needs of Support Staff employees by establishing alternative work schedules to the extent possible and consistent with the requirements of the operating unit. [Alternative Work Schedules Pol 1.]
   a. Operating unit means any university administrative unit including departments, divisions of departments, or work locations that report to a supervisor. [Alternative Work Schedules Definitions 3]
   b. Alternative work schedules refers to all university-approved practices that depart from the regularly scheduled Monday-Friday, 8 to 5, forty (40) hour workweek of the operating unit. [Alternative Work Schedules Definitions 1]
   c. The workweek for all campuses and departments begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. [Alternative Work Schedules Pol 2.]

2. The decision to establish an alternative work schedule is the sole discretion of the university. It is not required that alternative work schedules be uniformly available to all positions in a department or operating unit. Not every function is conducive to such alternative scheduling because of the requirements of operating units. This should not deter supervisors from approving alternative work schedules for positions where such scheduling can be accommodated. [Alternative Work Schedules Pol 4.]

3. Alternative work schedules do not alter the responsibility and authority of department heads to establish and change work schedules. An operating unit that has established an alternative work schedule may discontinue, temporarily suspend, or alter the arrangement if work needs change or if service is impaired. [Alternative Work Schedules Pol 5.]

4. An alternative work schedule is a special arrangement and a privilege and is not subject to the grievance procedure but is subject to
discussion under the "Fair Treatment in the Workplace" policy.
[Alternative Work Schedules Pol 6.a.]

B. Types of alternative work schedules
For purposes of this policy the following types of alternative work schedules include but are not limited to the following: [Alternative Work Schedules Pol 7.]

1. **Flexible schedule** (often referred to as "flextime") means any supervisory-approved practice of permitting eligible employees to alter the standard hours on a daily basis. In such cases, operating units establish core hours when the employee must be present unless he or she is on an approved leave. In other words, employees approved for a flexible schedule may change their start and end times on a daily basis provided they work the established core hours. [Alternative Work Schedules Pol 7.a.i.]

2. **Variable schedule** refers to a fixed work schedule that deviates from the standard work schedule and is mutually agreeable to the employee and the supervisor. This may include an agreement to alter the lunch break from the standard one-hour lunch. Unlike the flexible schedule (described above), this does not include the employee option to change the agreed-upon daily start and end work time. [Alternative Work Schedules Pol 7.a.ii.]

3. **Alternate workweek schedule** refers to a supervisory-approved practice that enables eligible employees to complete the basic work requirement of forty (40) hours per week in fewer or more than five (5) full workdays. The work schedule is standardized by mutual agreement of the employee and the supervisor. [Alternative Work Schedules Pol 7.a.iii.]

Procedure 5.2 Requests for alternative work schedules

1. Any appointed Support Staff employee may request to work an alternative work schedule unless the employee's position is excluded either by the operating unit due to operating needs or by university policy. [Alternative Work Schedules Pro Requesting 1.]

2. When an employee desires a change in working hours, the employee will submit the request in writing to the supervisor. [Alternative Work Schedules Pro Requesting 2.]

3. The supervisor will make a reasonable effort to accommodate the request. [Alternative Work Schedules Pro Requesting 3.]
4. Requests based on needs related to childcare, family care or car pooling will be given primary consideration. Otherwise, the supervisor's estimation of the employee's ability to work independently and length of service will be the deciding factor. [Alternative Work Schedules Pro Requesting 3.a.]

5. At least annually-and after having worked the alternate schedule for a reasonable period of time-employees who work an alternative schedule will have an opportunity to request a change in their schedule. This includes an employee's request to return to the standard schedule. [Alternative Work Schedules Pro Requesting 5.]

6. The supervisor will review the alternative work schedules (1) at least annually to determine if such schedules still meet the criteria listed in paragraph C.2 below and (2) whenever the circumstances which led to the approval of an alternative work schedule change.

7. Instead of receiving individual employee requests for alternative work schedules, departments may establish plans for alternative work schedules for their units and notify employees of the options and procedures for working such schedules. [Alternative Work Schedules Pro Requesting 7.]

C. Criteria for approving alternative work schedules

1. It is permissible with a supervisor's approval for Support Staff employees to alter their work schedules. [Alternative Work Schedules Pol 3. In spirit]

2. When considering requests for changes in work schedules for Support Staff employees, supervisors must comply with Federal and State wage and labor laws, as well as the following conditions: [Alternative Work Schedules Pro Criteria 1.]

   a. No alternative work schedule will be implemented that results in an employee working less than the position's budgeted FTE. [Alternative Work Schedules Pro Criteria 1.a.]

   b. An employee 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. 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. In these
situations every effort should be made to provide the employee the fifteen minute rest periods as provided in the Work Schedules or Work Time policies. [Alternative Work Schedules Pro Criteria 1.b.]

c. Alternative work schedules 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.]
d. The quantity, quality, and timeliness of employee work must be maintained. [Alternative Work Schedules Pro Criteria 1.d.]
e. Adequate supervision and employee accountability must be maintained. [Alternative Work Schedules Pro Criteria 1.e.]
f. Alternative work schedules must not cause or contribute to the need for additional staff or overtime work. [Alternative Work Schedules Pro Criteria 1.f.]
g. Rest periods are a normal part of the work schedule. Time allowed for rest periods is not cumulative, and therefore is not a basis for an alternative work schedule. [Alternative Work Schedules Pro Criteria 1.g.]
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

      ii. Schedule qualified Staff employees according to their seniority within an occupational unit.

   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.

   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.

   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.

   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 insure 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
Travel Compensation and Reimbursement

CWA 5.4
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Compensation for Off-Campus Work
1. When an employee is required to perform a work assignment, attend class, etc., at a location away from the campus of his/her normal work assignment, the employee is eligible for pay. [Work Schedules and Hours Pol Off-Campus Work 1.]

2. When an employee who regularly works at a fixed location within one city is given a special one-day work assignment in another city, the travel time between cities -- excluding meal time -- is considered hours worked. [Work Schedules and Hours Pol Off-Campus Work 1.f.ii.]

3. Travel time in excess of the time required to travel from the employee's residence to his or her normal work station-provided it is outside of the normal daily work schedule-is considered hours worked. [Work Schedules and Hours Pol Off-Campus Work 1.f.] a. Any break in such travel time for meals is not considered hours worked. [Work Schedules and Hours Pol Off-Campus Work 1.g.]

4. When an employee's off-campus work assignment requires overnight lodging, the time during which the employee is free to "come and go" is not considered hours worked. [Work Schedules and Hours Pol Off-Campus Work 1.h.]

B. Travel reimbursement
1. Any employee who has incurred expenses as a result of authorized travel on behalf of the university will be reimbursed for such expenses in accordance with the applicable reimbursement procedures. [Work Schedules and Hours Pol Off-Campus Work 3.]

2. Employees can obtain current information concerning reimbursement entitlements and procedures from the departmental account manager or Travel Management Services at www.indiana.edu/~travel/. [Work Schedules and Hours Pol Off-Campus Work 3.]
A. Scope
This policy applies to all Support Staff at IU Bloomington and Northwest.

B. Policy Statement
This policy establishes the university's personnel policies on the following premium pay benefits for Support Staff: call back pay, on-call or standby pay, and shift differential premium.

C. Reason for Policy
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.

D. Procedures
1. Call-back/Call-in pay
   a. An appointed employee must be compensated for a minimum of two (2) hours at a rate of pay equal to one and one-half the hourly rate if scheduled, called back, or called in to work outside the normal daily work schedule. 
      [Premium Pay for Service Staff Call-Back Pay 2.a. in part] [Premium Pay Pro Support Staff Call-Back Pay 1 in spirit] [Premium Pay Pro Support Staff Call-Back Pay 2.a. in part]
     i. This provision applies only if travel to and from the work location is required. 
        [Premium Pay Pro Support Staff Call-Back Pay 1 in spirit]
     ii. Employees will only receive this compensation once, regardless of the number of trips back to work within the same block of time; [Premium Pay Pro Support Staff Call-Back Pay 4.]
     iii. This pay is not applicable if the additional work/shift is scheduled in advance or when the employee is called in early for a scheduled shift or is required to stay after the end of a scheduled shift; and [Premium Pay Pro Support Staff Call-Back Pay 6.]
     iv. Only time actually worked counts towards overtime determination. [Premium Pay Pro Support Staff Call-Back Pay 7.]

2. Stand-by or on-call 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 in paragraph 2 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 Support Staff On-Call Pay 2. in part]

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 Support Staff On-Call Pay 2.]

i. Employees are required to be available stand-by to work at a time that is outside their normal scheduled hours of work. [Premium Pay Pro Support Staff On-Call Pay 1.]

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 Support Staff B.2.a. in part] [Premium Pay Pro Support Staff On-Call Pay 2.b. in part]

iii. Stand-by employees must be available and respond within a reasonable time period established by the department. [Premium Pay Pro Support Staff On-Call Pay 2.c. in part]

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 day. [Premium Pay Pro Support Staff On-Call Pay 2.d.]

v. When a position is posted that a department is aware may include stand-by duties the department should include that information on all job postings. [Posting a Position Pro Steps prior to posting 7.]

c. The amount of the stand-by pay will be one hour's pay for every eight hours on call. This is premium pay and is not counted toward hours worked. [Premium Pay Pro Support Staff On-Call Pay 3.]

3. Changes in Work Schedules

   If a change in an appointed employee's work schedule requires the employee to work on a scheduled day off, such work is compensated at time and one-half. However, if the employee receives notice of the schedule change at least five calendar days in advance of the scheduled day off, the work is compensated at the regular rate. [Premium Pay Pro Support Staff C.1.]

4. Shift Differential Pay

   a. Each campus, in consultation with Human Resources, will determine if it will provide any shift differential and, if so, what jobs are covered, what hours are covered, and the amount of the compensation for shift differential for that campus and will make that information available to Support Staff employees in the affected departments and the campus human resources office. CWA will be informed of any decision to utilize this provision. In all cases: [Premium Pay Pro Support Staff Shift Diff 1. in part]
i. Shift differentials are separate from the base wage for the covered positions. [Premium Pay Pro Support Staff Shift Diff 2.c.]

ii. The shift differential is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a shift differential. [Premium Pay Pro Support Staff Shift Diff 2.d.]

iii. An employee who is absent and charges time to accumulated vacation or income protection time benefits, will be paid shift differential if it would have been paid if the time had been worked. [Premium Pay Pro Support Staff Shift Diff 2.b.]

iv. Shift differential is not paid on paid-time-off benefits received as separation pay. [Premium Pay Pro Support Staff Shift Diff 2.e.]

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

F. Web Address for this Policy
hr.iu.edu/policies/ss/5/5.5.html

G. History
This is a new policy effective July 1, 2013. It includes new provisions and ones previously contained in the Work Schedules policy. The new provisions are Call-back/Call-in Pay and Shift Differential Pay.
Performance Improvement Plan
CWA 6.4
Revised July 1, 2006
Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.
A. Definition
1. A Performance Improvement Plan is a written tool available to supervisors for the purpose of: [Performance Improvement Plan Pol 1. in part]
   a. Improving the performance or behavior of the employee [Performance Improvement Plan Pol 1. in part]
   b. Addressing performance discrepancies identified in the performance appraisal process (see the Performance Appraisal Policy) [Performance Improvement Plan Pol 1. in part]
2. Cooperation and continuing communication between the employee and supervisor is essential to the success of the Performance Improvement Plan. [Performance Improvement Plan Pol 2].

Procedure 6.4
Procedure for implementing the Performance Improvement Plan
1. Define the problem [Performance Improvement Plan Pro 1.]
   a. Each needed improvement should be identified in separate statement(s). [Performance Improvement Plan Pro 1.a.]
   b. Each statement(s) should be supported by appropriate documentation using specific examples to identify areas of improvement. [Performance Improvement Plan Pro 1.b.]
2. Define the task, skills and/or behaviors where improvement is required. [Performance Improvement Plan Pro 2.]
3. Establish the priorities of the areas requiring improvement. Consider frequency of occurrence, relationship to all aspects of the position, and consequence of error. [Performance Improvement Plan Pro 3.-3.c.]
4. Identify the standards upon which performance will be measured for each area requiring improvement. [Performance Improvement Plan Pro 4.]
   a. Are they reasonable? [Performance Improvement Plan Pro 4.a.]
   b. Are they attainable? [Performance Improvement Plan Pro 4.b.]
5. Develop a mutually agreeable (supervisor/employee) action plan specifying how the standards will be met. This should include specific training and any other special support that will assist the employee to meet the standards. [Performance Improvement Plan Pro 5.]

6. Establish short and long-range goals and timetables for accomplishing change in performance/behavior with the employee. [Performance Improvement Plan Pro 6.]
   a. Are they reasonable? [Performance Improvement Plan Pro 6.a.]
   b. Are they attainable? [Performance Improvement Plan Pro 6.b.]
   c. Are they flexible? [Performance Improvement Plan Pro 6.c.]

7. Put the Performance Improvement Plan in writing and include signatures of both the employee and supervisor. [Performance Improvement Plan Pro 7.]

8. Establish period review dates. [Performance Improvement Plan Pro 8.]
   a. Both the supervisor and the employee must participate in monitoring goals. [Performance Improvement Plan Pro 8.a.]
   b. Measure actual performance against the standards. [Performance Improvement Plan Pro 8.b.]
   c. Results of each meeting should be made available in writing. [Performance Improvement Plan Pro 8.c.]

9. Establish a Performance Improvement Plan file for the employee. [Performance Improvement Plan Pro 9.]
   a. Include documentation that identifies both improvements and/or continued deficiencies. [Performance Improvement Plan Pro 9.a.]
   b. Encourage the employee to review this file periodically. [Performance Improvement Plan Pro 9.b.]

10. At the end of the Performance Improvement Plan time period, a final evaluation should be conducted. Was the plan successful? [Performance Improvement Plan Pro 10.]
    a. If so, the employee should be notified and removed from the plan. [Performance Improvement Plan Pro 10.a.]
    b. If not, consider the following options: [Performance Improvement Plan Pro 10.b.]
      i. Continue the plan. [Performance Improvement Plan Pro 10.b.i.]
      ii. Amend or extend parts of the plan. [Performance Improvement Plan Pro 10.b.ii.]
iii. Apply corrective action. [Performance Improvement Plan Pro 10.b.iii.]
Career Development
CWA 6.5
Revised ****

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Introduction
1. Employees accomplish career development by acquiring and/or improving skills that qualify them for a promotion, lateral transfer, or even a demotion (e.g., to obtain certain skills) within the same department or to another department. [Pay/Salary Settings Pro Promotion Intro 2. In spirit] [Selection & Filling Pol 3. In spirit] [Selection & Filling Pro General Pro 4. In spirit]

B. Employee responsibilities
1. Employees interested in career development are expected to take ownership of this process which includes planning and carrying out the important responsibilities described in this section. [Pay/Salary Settings Pro Promotion Intro 2. In spirit] [Selection & Filling Pro General Pro 4. In spirit]
2. Employees must keep their employment application, resume, test results and other relevant materials up to date. [Selection & Filling Pro General Pro 3. In spirit] [Selection & Filling Pro General Pro 3.a. in spirit]
3. Employees interested in position changes inside their occupational unit at Bloomington or within their department at Northwest may request a meeting with their supervisor. [Selection & Filling Pro General Pro 4. In spirit]
4. At Bloomington each week, Employment Services advertises employment opportunities listed with University Human Resources Services. Employees are expected to screen the listing of available positions from the online Jobs site at www.jobs.iu.edu. [Posting a Position Pro Posting a Staff Position 1 in part in spirit]
5. At Bloomington, employees interested in Support Staff positions must complete the online application. [Selection & Filling Pro General Pro 3. in part]
6. At Northwest, the Human Resources office will post the positions on its Web site at www.iun.edu/~jobsnw as positions become available. [Selection & Filling Pro General Pro 3. in part]

C. Employee time off to pursue career development
1. The university encourages staff to pursue career development opportunities; therefore, reasonable time away from the job for IU-provided training and development classes (see the Training and Education Policy) and IU job interviews is permissible. Employees are not required to make up the time or charge it to accumulated time off. [Pay/Salary Settings Pro Promotion Intro 3. In spirit] [Selection & Filling Pro General Pro 5.c. in spirit] [Work Schedules and Hours 2. And its subparts in spirit]

2. Each supervisor will have to determine what is reasonable time off, keeping in mind the university's favorable attitude toward promotion and transfer. If these absences become excessive in the judgment of the supervisor, time off can then be made up or charged to accumulated time off. [Selection & Filling Pro General Pro 5. In part] [Selection & Filling Pro General Pro 5.b.]

D. Qualifications and eligibility for changing positions

1. In considering an employee's qualifications, departments consider the following factors: [Selection & Filling Pro Making Selection 3. In part]  
   a. Experience [Selection & Filling Pro Making Selection 3.b.]
   c. Ability to perform the essential functions of the job with or without reasonable accommodation [Selection & Filling Pro Making Selection 3.d.]
   d. Educational background [Selection & Filling Pro Making Selection 3.a.]
   e. Ability and qualifications to perform the work competently, with or without reasonable accommodation [Selection & Filling Pro Making Selection 3.d.]
   f. Attendance record over the last 12 months (not including extended periods of sick leave due to serious illness or injury or approved leave of absence) [Selection & Filling Pro Making Selection 3.i.]

2. All relevant factors are considered fully. Where such factors are found to be relatively equal between two or more candidates, and where at least one candidate is an appointed IU employee, the decision to hire is governed by occupational unit seniority date first and university seniority date second, as defined in the Senority Date / Service Credit Policy. [Selection & Filling Pro Making Selection 4.]
a. Temporary and temporary agency employees in an available position have no seniority. [Selection & Filling Pro Making Selection 4.b.]

3. Existing appointed employees may seek position changes within the university through one of the following: promotion, lateral transfer, or a voluntary demotion. [Selection & Filling Pol 3. In spirit]
   a. The campus Human Resources office acts as the clearing agency for information, interviews, arrangements, and approvals regarding interdepartmental position changes. [Selection & Filling Pro General Pro 1.]
   b. Unless otherwise mutually agreed to by the employee and the department-and except for openings occurring in jobs of a unique nature requiring unusual skills and abilities-an employee must work in a position for at least four months before requesting a change to another position. Final determination of the required length of service will be based on the employee's qualifications in the current position and his/her ability to assume the new position. This determination will be subject to consultation with the campus Human Resources office. [Selection & Filling Pro General Pro 6.b. in part] [Selection & Filling Pro General Pro 6.b.i. in part]
   c. After a support staff employee gives notice that he/she has selected another position in the university, the employee will be transferred within two weeks of the date of notification of selection or on the effective date of the position opening, whichever is later. [Selection & Filling Pro Post offer 2.]
      i. An exception to this rule is allowed when the department head of the hiring department agrees to a longer period of time. [Selection & Filling Pro Post offer 2.b.]

4. The department makes the final selection, provided that (1) affirmative action requirements are met, and where appropriate, (2) the selected candidate passes any required physical exam. [Selection & Filling Pro Post offer 1. In part]

5. See the Salary Decisions for Individual Employees Policy, for information about new hire salaries and salary changes for promotions, laterals transfers, and demotions.

E. Transfer of employee benefits
1. An employee's benefits will be transferred between departments and campuses, except that the employee's current department is to grant
accrued compensatory time off or paid as overtime pay *before* the position change occurs. *See* the Overtime Policy. [Pay/Salary Setting Promotions Pay/Salary increases *8.*] 

**F. Additional information and resources**

1. *See* the Training and Education Policy for information about staff training provisions, university class attendance, and training and education fees.

2. *See* the IU Tuition Benefit (formerly Fee Courtesy) for information about subsidized tuition for university classes.

3. *See* the Selection and Filling Policy for information about that process.
Health and Safety

CWA 7.1
Revised July 1, 2008

Employees covered by this policy

This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Mission to create a safe and healthful working environment

1. Indiana University recognizes its on-going responsibility to provide a safe and healthful working environment. All department heads, administrators, and supervisors are recognized as having unique facilitative responsibilities in accomplishing this mission. [Workplace Safety Pol 1.]

2. Specifically, the departments of Environmental Health and Safety, University Human Resource Services, Office of Insurance, Loss Control & Claims, and other university designated experts have the responsibility to provide technical and regulatory assistance and information to all departments and units to accomplish this mission. [Workplace Safety Pol 2.]

3. All employees and the CWA have a responsibility to cooperate with the university in achieving this mission. This includes making reasonable efforts to promptly report health and safety issues. The university will promptly investigate and address such health and safety issues. [Workplace Safety Pol 3.]
   a. No department head, administrator or supervisor shall prevent or attempt to dissuade an employee from seeking assistance or information concerning workplace health or safety issues. [Workplace Safety Pol 4.]

4. The university shall continue, in accordance with applicable laws, to make information concerning hazardous material available to employees.

B. IU/CWA Safety Committee

1. At each campus, Bloomington and Northwest, a joint IU/CWA 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 Pro IU Safety Committee 2.a.]
   a. The committee consists of three representatives appointed by the administration and three representatives appointed by CWA. [Workplace Safety Pro IU Safety Committee 2.a.i.]
b. The goals of the committee include the areas of promoting wellness, investigating complaints, and accountability. [Workplace Safety Pro IU Safety Committee 2.a.ii.]
c. The committee operates within a joint set of bylaws. [Workplace Safety Pro IU Safety Committee 2.a.iii.]
d. A supervisor of a Safety Committee is encouraged, when work requirements permit, to release the Safety Committee member to investigate a safety complaint. The Safety Committee member is expected to conduct such an investigation in an expeditious manner and return to work as soon as possible. [Workplace Safety Pro IU Safety Committee 2.a.iv.]

2. For more information about the committee and its goals and objectives, contact the campus Human Resources office or a CWA representative. [Workplace Safety Pro IU Safety Committee 2.b.]

C. Cumulative trauma
1. Cumulative/repetitive trauma is "an injury which occurs to parts of the body after repetitive stress without sufficient time allowed for healing between the occurrences of injury." [Workplace Safety Pro Cumulative trauma 1.a.]
2. The CWA and management work cooperatively and constructively to reduce risk factors for cumulative trauma. This includes training to assist CWA representatives and supervisors on how to evaluate and address potential problems in the workplace. [Workplace Safety Pro Cumulative trauma 1.b.]
3. The IU/CWA Safety Committee develops and distributes information concerning practical techniques for reducing the risk factors for cumulative trauma. [Workplace Safety Pro Cumulative trauma 1.c.]
4. The office of Worker's Compensation publishes a set of guidelines, available from each department or from Worker's Compensation, for reviewing cumulative trauma claims. [Workplace Safety Pro Cumulative trauma 1.d.]

D. Inadequate air quality
1. In the case of a problem of inadequate air quality, an employee can contact the appropriate campus department as identified below. [Workplace Safety Pro Inadequate air quality 1.a.]
   a. The following types of complaints should be referred to the Physical Plant or the maintenance personnel of the specific
building zone: draftiness, lack of air or "stuffy" air, dirt or particles coming out of the vent system, and visible mold growth. [Workplace Safety Pro Inadequate air quality 1.a.i.]
b. All other complaints can be addressed to Environmental Health and Safety. These include but are not limited to unusual odors (chemical and exhaust-type smells) and sickness associated with one's occupancy of a building. [Workplace Safety Pro Inadequate air quality 1.a.ii.]

E. Toxic substances
1. In accordance with the Indiana University Hazard Communication Program, whenever a substance is identified as being toxic, prior to any clean up or removal of the substance, the university will make a determination of the following: [Workplace Safety Pro D.1.a.]
   a. The nature of the substance and its toxic properties [Workplace Safety Pro Toxic substances 1.a.i.]
   b. The safe and recommended method of working with the substance, including the appropriate personal protective equipment necessary to work with the substance [Workplace Safety Pro Toxic substances 1.a.ii.]
2. The university will supply a copy of the information to the affected employees and to the president of CWA, Local 4730. Any clean-up will be under the supervision of an industrial hygienist, or other similarly qualified professional, who will have the authority to immediately stop work to protect the safety and health of workers, or to prevent harm to the environment. [Workplace Safety Pro Toxic substances 1.b.]

F. IOSHA inspections
1. Should a compliance officer from IOSHA determine that a CWA Local 4730 representative should accompany the compliance officer on an inspection of an IU facility or worksite, and/or to participate in opening and/or closing conferences, the Office of Environmental Health and Safety will contact the designated CWA representative. [Workplace Safety Pro IOSHA inspections 1.]
   a. The supervisor will make every effort to release the employee and without loss of pay. [Workplace Safety Pro IOSHA inspections 2.]
2. CWA Local 4730 will be responsible for providing to Environmental Health and Safety an up-to-date list of CWA representatives, listed in
the order in which they are to be contacted. [Workplace Safety Pro IOSHA inspections 3.]

a. Each CWA contact should maintain a copy of said list and will provide to her/his supervisor in the event of a request by IOSHA to participate. [Workplace Safety Pro IOSHA inspections 4.]

G. Closings due to unsafe/adverse working conditions
This section has been moved to the personnel policy, Adverse or Unsafe Working Conditions.

H. Guidelines for making up lost time
This section has been moved to the personnel policy, Adverse or Unsafe Working Conditions.

Procedure 7.1 Reporting and reviewing unsafe work tasks or conditions

1. Employees who find themselves in a situation described below may ask their supervisor to review the unsafe task or condition. Employees and supervisors are encouraged to resolve the situation before requesting an outside review. [Workplace Safety Pro Dangerous conditions 7.a.]

   a. A situation which directs an employee to perform work that is unsafe or dangerous beyond the normal hazards of the occupation. [Workplace Safety Pro Dangerous conditions 7.a.i.]

   b. A situation which directs an employee to perform work without adequate training or protective equipment required by applicable laws. [Workplace Safety Pro Dangerous conditions 7.a.ii.]

2. At Bloomington, if no resolution between the employee and supervisor occurs, then the employee or supervisor may request a review of the situation by filing an Unsafe Working Conditions Report or a Safety Suggestion Report with Environmental Health and Safety and the IU/CWA Safety Committee. These forms are available from the following sources: IU/CWA Safety Committee, HR representatives, CWA representatives, or Environmental Health and Safety. [Workplace Safety Pro Unsafe conditions 2.a.]

   a. At Northwest, the employee or supervisor should contact the manager of Environmental Health and Safety. [Workplace Safety Pro Unsafe conditions 2.b.]

3. Environmental Health and Safety or other university designated expert will make the final determination as to whether the work is safe. They will also determine which safety standards apply to the given situation.
a. While a work situation is under review, the employee is not required to perform the work in question, as long as the employee provides a reasonable basis for their belief that the work would endanger their personal safety. [Workplace Safety Pro Refusal 2.]
Injury on-the-Job
CWA 7.2
Revised July 1, 2007
Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

Procedure 7.2 Reporting and treatment of an on-the-job injury

1. Employees must report immediately any and all on-the-job injuries to their supervisor or designee, regardless of whether medical attention is sought. Failure to report an injury on the same day of occurrence—or in the case of cumulative trauma, when the employee becomes aware of the symptoms—may result in denial of a claim by Worker's Compensation.

2. The supervisor or designee must report the injury on the Occupational Injury/Illness Report form from Worker's Compensation and forward it to Worker's Compensation (the campus Human Resources office at Northwest) within 24 hours regardless of whether professional medical attention or lost time is indicated. At Bloomington, if treatment is sought, the supervisor must complete an Employer Authorization for Treatment form prior to or at the time treatment is sought.

3. The university has the choice of the attending physician for treatment of on-the-job injuries.
   a. At Bloomington, if the employee believes that treatment is needed, the employee must go to IU Health Occupational Services (East), formerly Promptcare. Its address and hours of operation can be found at: www.iuhealthbloomington.org/oth/Page.asp?PageID=OTH000148. If the center is closed or it is an emergency situation, the employee must go to the IU Health Bloomington Hospital Emergency Room.

At Northwest, employees are to be treated at the Immediate Care Center located at 5521 W. Lincoln Hwy Suite 1A, Crown Pointe 46307 (219-769-1362). If the facility is closed, the employee must
go to the Methodist Hospital Emergency Room. [Injury on the Job Pro Reporting 3.a. included as “campus specific treatment”].

4. An employee may not be entitled to Worker's Compensation benefits and university-provided injury leave if she/he: [Injury on the Job Pro 1.d.]
   a. Fails to seek medical treatment for an injury that results in lost time [Injury on the Job Pro Reporting 4.a.]
   b. Seeks treatment from a source other than the designated center for the campus (see above) [Injury on the Job Pro Reporting 4.c.]

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

6. In cases where an employee is exposed to another person's tissue, blood, or fluid, the employee should contact the campus Environmental Health and Safety Office, and the Biosafety Officer of the Biosafety Committee on the Bloomington campus regarding the procedure to follow. [Injury on the Job Pro For accidents involving 1. in part]
   a. At Bloomington, the employee is required to go to IU Health Occupational Services (East) (or IU Health Bloomington Hospital if the center is closed) within two hours of exposure. The employee's supervisor must complete the Employer Authorization for Treatment form and submit it online to the center and complete and submit the Occupational Injury-Illness Report form to Worker's Compensation. [Injury on the Job Pro For accidents involving 1.a. in “campus specific treatment locations”]
      At Northwest, the employee should take one copy of the Occupational Injury-Illness Report form to his/her physician, or to a designated physician if one has been established, within two hours of exposure. [Injury on the Job Pro For accidents involving 1.a. in “campus specific treatment locations”]
   b. If a sample of the source of contamination can be obtained, the employee should take it to the center or IU Health Bloomington Hospital for testing. [Injury on the Job Pro For accidents involving 1.d.]
   c. The supervisor is to send a copy of the Occupational Injury-Illness Report form to the Biosafety Officer. [Injury on the Job Pro For accidents involving 1.c.]
7. All employees' lost time as a result of on-the-job injury must be reported to Worker's Compensation. [Injury on the Job Pro Reporting 1.]

8. Questions regarding this procedure should be directed to Worker's Compensation. [Injury on the Job Pro State of Indiana 1.a.]

A. Return to work
   1. The following are three possible outcomes for an injured employee following initial treatment: [Injury on the Job Pro Return 2.]
      a. The employee is released to return to work. [Injury on the Job Pro Return 2.a.]
      b. The employee is released to work with temporary restrictions, sometimes referred to as "light duty." If the university can provide work for the employee, the employee is brought back to work with restrictions; if the university cannot provide work, the employee remains off from work. [Injury on the Job Pro Return 2.b.]
      c. The employee is not released to return to work and remains off from work. [Injury on the Job Pro Return 2.c.]

   2. 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. If the employee is FMLA eligible, an FMLA leave should start immediately. See the FMLA policy. [Injury on the Job Pro Return 3. in part] [Injury on the Job Pro Return 4. in part]

B. Approval process and compensation for employees off from work due to on-the-job injury
   1. For the first 40 regularly scheduled work hours of disability in a payroll calendar year in which the 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 pay rate. [Injury on the Job Pro Supplemental 1.a.]
      a. Department heads may require a physician's statement before approving payment for absences during the employee's time off from work. [Injury on the Job Pro Supplemental 2.]

   2. If Worker's Compensation determines that the employee is eligible, then starting on the eighth day of disability in which the employee is unable to work, Worker's Compensation provides payment for lost wages. This payment covers approximately 2/3 of the employee's average weekly salary up to a defined maximum. (State legislation determines the exact
amount paid by Worker's Compensation. The amount can vary depending on legislation.) [Injury on the Job Pro State of Indiana 1.]

a. Questions regarding claims procedures and payment amounts should be addressed to Worker's Compensation. [Injury on the Job Pro State of Indiana 1.a.]

3. Employees may, at their option, supplement Worker's Compensation benefits with earned compensatory time, vacation, or income protection time. [Injury on the Job Pro Payroll 1.]

a. A maximum of four hours per day may be charged. [Injury on the Job Pro Payroll 1.a.]

b. During the time that the employee uses earned time off, he/she continues to earn time off. [Injury on the Job Pro Payroll 1.b.]

c. Charges to vacation do not effect the maximum hours (See [Policy 12.7 Vacation Time]) that may be used in a calendar year. Employees are still eligible to use the full annual amount. [Injury on the Job Pro Payroll a.c.]

4. When an employee depletes all of his/her time off accruals-or if an employee chooses not to use them-the employee is recorded as absent without pay and without benefit accrual. [Injury on the Job Pro Payroll 2. in part]

a. Starting on the 30th calendar day of such status, the employee is placed on a Leave of Absence and will continue to receive University Service Credit. [Injury on the Job Pro Payroll 2. in part]

b. Worker's Compensation benefits continue as long as eligibility continues. [Injury on the Job Pro Payroll 3. in part]

C. Eyewear Coverage and Chiropractic Services

1. 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 must contact Worker's Compensation for the guidelines before seeking chiropractic care. [Injury on the Job Pro Eyewear 2.]

2. 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. At Bloomington, safety glasses provided by the University shall be replaced through the University
Optometry Clinic. At Northwest, the university will either reimburse the employee for the amount required to obtain safety glasses or provide safety glasses through a designated vendor. [Injury on the Job Pro Eyewear 1.] [Injury on the Job Pro Eyewear 1.a.]

D. Permanent disability
When an employee is released from medical treatment yet sustains a permanent disability, then he/she may or may not be covered under the Employment Accommodations for Persons with Disabilities under the ADA-Title 1 Policy. [Injury on the Job Pro Permanent Disability 1.]
Adverse or Unsafe Working Conditions
AFSCME(B, IN, SB) 10.1 • CWA 7.4 • PA/SS 8.2 • Police(BL, IN, NW, SB, SE)

Effective: April 1, 2008
Last Updated: July 1, 2010
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

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
Establishing a Staff Position

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
Preparing a Position Description
CWA 9.2
Revised January 1, 2006

Employees covered by this policy
This policy applies to Support Staff employees at Northwest and Bloomington.

A. Introduction
1. Written documentation is necessary to define the way work is organized and assigned to individual positions. This documentation is required to support a variety of human resource activities (e.g., position classification, job evaluation, market pricing, and new hire starting salaries) and to aid the university in complying with applicable laws and regulations. [Position Description Pol 1. In spirit]
2. Position descriptions and job specifications will be maintained for all Support Staff positions. Each supervisor should make a bonafide effort to have an up to date position description for each position under his/her supervision. [Position Description Pro 6.]
3. In addition, such documentation is intended to reflect the needs of a department. This enables supervisors and employees to understand the duties and responsibilities of a position and to use such documentation as a tool in planning. [Position Description Pol 2.]

B. Definitions
1. The format of a position description and the format for recording a job specification are consistent and established by University Human Resource Services. [Position Description Pro 1. In spirit]
2. A position is the specific set of duties and responsibilities assigned to and performed by an individual. [Position Description Definitions 1.]
   a. A Position Description is a written document that defines the primary purpose and key duties and responsibilities of a position. At Indiana University, information pertaining to a position is documented on the Position Description by the incumbent and/or supervisor. [Position Description Definitions 2. in spirit]
3. A job is a collection of positions that have similar major duties and responsibilities. [Position Description Definitions 3.]
   a. A job specification is the written summary of the most important and distinguishable features of a job, including the primary duties and responsibilities and qualifications required to do the job. [Position Description Definitions 4.]
Position Classification/Reclassification
CWA 9.3
Revised July 1, 2008

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Introduction
1. Positions will be classified into the most appropriate job and grade level. This process is conducted by the campus Human Resources office.
   a. A job is a collection of positions that have similar major duties and responsibilities. [Position Class/Reclass Definitions 1.]
   b. A position is a specific set of duties and responsibilities assigned to and performed by an individual. [Position Class/Reclass Definitions 2.]
   c. Position classification is the assignment of a position to an established, broad-based job that most closely matches the distinguishing characteristics of the position. [Position Class/Reclass Definitions 3.]

B. Salary changes for reclassifications to a higher grade
1. A salary increase is given when an employee's current position is reclassified to a higher grade. [Pay/Salary Setting Pro Pay/Salary increases promotion 1.]
   a. An increase becomes effective at the start of the pay period after it is approved by the Responsibility Center at Bloomington and the department head at Northwest and the appropriate budget office through HRMS, provided the campus Human Resources office has received the Position Description. [Pay/Salary Setting Pro Pay/Salary increases promotion 7.]
2. Salary increases are subject to the parameters described below:
   a. The minimum increase is a 5 percent increase or the minimum of the new salary grade, whichever is higher, provided the new salary rate does not exceed the maximum of the new salary grade. [Pay/Salary Setting Pro Pay/Salary increases promotion 5.d.iv.]
   b. The maximum increase is to the same relative position within the new salary range (i.e., the percentage difference between the pay ranges involved) or at the midpoint of the new range, whichever is higher. [Pay/Salary Setting Pro Pay/Salary increases promotion 5.d.vi.]
3. The campus Human Resources office and the requesting department head (who will provide for notice/approval to the director of the Responsibility Center) will work together to establish a salary increase amount which meets the following criteria: [Pay/Salary Setting Pro Pay/Salary increases 5. and its subsections in spirit]
   a. Is at least comparable to the salary level that would be paid to a new hire with equivalent qualifications [Pay/Salary Setting Pro Pay/Salary increases 5.c.]
   b. Ensures equity with current salaries for employees assigned to the same job and salary grade [Pay/Salary Setting Pol d.] [Pay/Salary Setting Pro Promotion Pay/Salary increases 5.a.]
   c. Adequately recognizes the assumption of higher level responsibilities [Pay/Salary Setting Pro Pay/Salary increases 6.d. and its subsections]
   d. Is consistent with the promotional increases provided to other employees under comparable circumstances  [Pay/Salary Setting Pol 5.d. in part]
e. Considers the individual's qualifications for the position [Pay/Salary Setting Pol 5.b. in part]

4. At Bloomington, a salary set in the first quartile of the salary range requires that the employee's qualifications meet or exceed the minimum qualifications for the position. A salary set in the middle of the salary range requires that the employee's qualifications are exceptional. [Pay/Salary Setting Pro Pay/Salary increases 4.a. in part] [Pay/Salary Setting Pro New Hires Pay/Salary increases 4.c. in part] [Pay/Salary Setting Pro Promotions Pay/Salary increases 5.d.ii.] [Pay/Salary Setting Pro Promotions Pay/Salary increases 5.d.iii.]

5. After the approvals described below are obtained, the salary action and increase amount can be communicated to the affected employee. [Pay/Salary Setting Promotions Required approval 1.]
   a. At Bloomington:
      1. Increases in the first quartile require the approval of: [Pay/Salary Setting New Hires 4.d.i.] [Pay/Salary Setting Promotions Required approval 2.a.]
         i. Department head [Pay/Salary Setting Promotions Required approval 2.a.]
         ii. Director of the Responsibility Center [Pay/Salary Setting New Hires 4.d.i.3.]
         [Pay/Salary Setting Promotions Required approval 2.a.]
      2. Increases in the second quartile require the approval of: [Pay/Salary Setting New Hires 4.d.ii.] [Pay/Salary Setting Promotions Required approval 2.b.]
         i. Department head [Pay/Salary Setting Promotions Required approval 2.b.]
         ii. Director of the Responsibility Center [Pay/Salary Setting New Hires 4.d.ii.2.]
         [Pay/Salary Setting Promotions Required approval 2.b.]
         [Pay/Salary Setting Promotions Required approval 2.b. in spirit]
      3. Increases above the midpoint require the approval of:
         i. Department head [Pay/Salary Setting Promotions Required approval 2.b.]
         ii. Director of the Responsibility Center [Pay/Salary Setting New Hires 4.d.ii.2.]
         [Pay/Salary Setting Promotions Required approval 2.b.]
         [Pay/Salary Setting Promotions Required approval 2.b. in spirit]
         iv. Notice to the office of the chancellor, provost, or appropriate vice president
         [Pay/Salary Setting Promotions Required approval 2.b.iv.]
   b. At Northwest:
      1. The approval process may include the department head, director, vice chancellor, campus human resources office, and chancellor depending on the position and its location. Contact the campus human resources office for the sequence for a specific position. [Pay/Salary Setting Promotions Required approval 2. And it’s subsections]

C. Salary changes for reclassifications to a lower grade
   1. If a position classification is changed to a job in a lower grade level due to reorganization and a change of duties, there will be no reduction in the affected individual's salary except when the salary is outside the range (see the policy, Salary Decisions). [Pay/Salary Setting Demotions Pay/Salary impact 5.a.iii.2.]

D. Salary changes for reclassifications to the same grade
1. If a position classification is changed to a job in the same grade level due to reorganization and a change of duties, there will be no change in the affected individual's salary.

[Pay/Salary Setting Lateral Transfer Pay/Salary Impact 3.]

Procedure 9.3

Requesting a position classification or reclassification

1. In order to qualify for a position reclassification, there must be significant changes to a position. [Position Class/Reclass Pro Position Reclass 1. in spirit]

2. The manager or supervisor, along with the incumbent, will prepare a new or revised Position Description. [Position Class/Reclass Pro Position Reclass 3.a.]
   a. Revisions to an existing Position Description should be highlighted clearly to be distinguishable from the unchanged position information.
   b. The manager or supervisor and the incumbent shall act promptly in preparing the Position Description and communicate openly concerning the status of the request. [Position Class/Reclass Pro Position Reclass 3.a.]

3. The department head approves the Position Description, with notice/approval to the director of the Responsibility Center at Bloomington or the department head at Northwest.

4. The department head forwards the approved Position Description and/or documentation, along with a written request for evaluation, to the campus Human Resources office.

5. Approved Position Descriptions and other appropriate documents will serve as the basis for the classification of all positions into jobs. As part of the classification process, a representative of the campus Human Resources office may review the Position Description and/or documentation with the manager and request additional information or an interview with the employee. [Position Class/Reclass Pro Position Class 2.a. in part] [Position Class/Reclass Pro Position Class 2.b. in part] [Position Class/Reclass Pro Position Class 2.c. in part]

6. Campus Human Resources office records final position classifications and informs managers, supervisors and directors of Responsibility Centers of the results of position classification, including the grade levels for new or revised positions. [Position Class/Reclass Pro Position Class 3. in part]

7. After the position classification has been finalized, the department head will communicate the grade assignment to the position incumbent. [Position Class/Reclass Pro Position Class 4. in part]

8. A department head, supervisor, and/or incumbent may initiate an appeal for reconsideration of a position classification. [Position Class/Reclass Pro Reconsideration 1]
   a. At Bloomington, requests must be submitted to UHRS on the Request for Reconsideration of Position Classification form. At Northwest, must be submitted in writing to the campus Human Resources office. [Position Class/Reclass Pro Reconsideration 2.]
   b. The appeal request must be made within one month of receipt of notification. [Position Class/Reclass Pro Reconsideration 1.a.]
   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 4.]

To reclassify positions from Support Staff to Professional, contact the campus Human Resources office. An appeal procedure is available to resolve questions about non-exempt /
exempt status. Appeals are to be submitted to the campus Human Resources office.
[Position Class/Reclass Pro Reconsideration request section in spirit]

9. Disagreements over classification level assignments are not subject to the policy, Problem--Grievance Resolution Procedure. [Position Class/Reclass Pro Reconsideration 5.]
Salary Decisions for Individual Employees
CWA 9.4
Revised July 12, 2013

Employees covered by this policy
This policy applies to all Support Staff at Bloomington and Northwest.

A. Introduction
The university's compensation program will include guidelines for determining individual salaries for the following situations: a new hire, promotion/reclassification, transfer, demotion, temporary assignment, or a special salary adjustment. [Pay/Salary Setting Pol 3. In part] [Temporary Pay Pol 3. In part]

1. An incumbent is the current employee in a specific position. [Pay/Salary Setting Definitions 3.]
2. A quartile is any one of four equal divisions. [Pay/Salary Setting Definitions 7.]
3. Salary range is the range of salaries, from lowest to highest, that is assigned to each grade level. [Pay/Salary Setting Definitions 9.]
4. Grade level is the alphabetical level assigned to a group of jobs. [Pay/Salary Setting Definitions 2.]

B. New hire starting salaries
1. When setting starting salaries the following factors should be considered: [Pay/Salary Setting Pro New Hires 3.]
   a. Externally competitive starting salaries [Pay/Salary Setting Pol 5.f.]
   b. Salaries of current incumbents in the same job or comparable jobs within the RC [Pay/Salary Setting Pol 5.d.]
   c. The new employee's qualifications for the position [Pay/Salary Setting Pol 5.b.]
2. Except as provided in c. below, starting salaries will typically be set in the first quartile of the salary range. A new employee who meets the minimum qualifications of the position should receive a salary as close to the minimum as possible. [Pay/Salary Setting Pro New Hires 4.a.]
   a. A starting salary set in the first quartile of the salary range requires that the new employee's qualifications meet or exceed the minimum qualifications for the position. [Pay/Salary Setting Pro New Hires 4.a.] [Pay/Salary Setting Pol 5.f.]
b. A starting salary at or near the salaries of current incumbents in the same or comparable jobs will not be approved unless the new employee's qualifications are comparable to those of the current incumbents. [Pay/Salary Setting Pro New Hires 4.b.]

c. A starting salary may be set in the second quartile of the salary range up to the midpoint. This requires that the new employee's qualifications are exceptional. Departments will provide justification upon request to the campus human resources office to start a new hire's salary above the first quartile. [Pay/Salary Setting Pro New Hires 4.c.]

3. Before making a salary offer to a new hire with a starting salary above the range minimum, the following approvals must be obtained: [Pay/Salary Setting Pro New Hires 4.a. in part] [Pay/Salary Setting Pro New Hires 4.d.i. in part]
   a. Department head [Pay/Salary Setting Pro New Hires 4.d.i.1.]
   b. Head of the Responsibility Center for Bloomington positions [Pay/Salary Setting Pro New Hires 4.d.i.2.]
   c. The campus human resources office [Pay/Salary Setting Pro New Hires 4.d.i.3.]

4. If a starting salary in the second quartile is approved on the basis that such is necessary in order to attract qualified candidates, the job in question will automatically be reviewed to determine the appropriateness of its position classification. [Pay/Salary Setting Pro New Hires 4.a. in part]

C. Salary increases as a result of promotions or reclassifications

1. A salary increase is given to recognize a significant increase in the level of an employee's job responsibilities. It occurs when an employee is promoted to a position in a higher pay range, or when an employee's current position is reclassified to a higher range. [Pay/Salary Setting Pro Demotions Pay/Salary impact 1.]
i. An increase becomes effective with the first pay period following the approval of the new classification. [Pay/Salary Setting Pro Demotions Pay/Salary impact 7.]

2. Salary increases are subject to the parameters described below:
   a. The minimum increase is a 5 percent increase or the minimum of the new salary range--whichever is higher--provided the new salary rate does not exceed the maximum of the new salary range. [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.iv.]
      i. In limited circumstances, a minimum salary increase may be less than 5 percent if the increase would create internal equity within the unit and if the promoted or reclassified employee gives his or her consent. [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.v.]
   b. The maximum increase is to the same relative position within the new salary range (i.e., the percentage difference between the pay ranges involved) or at the midpoint of the new range, whichever is higher. [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.vi.]

3. The campus human resources office and the requesting department head (who will provide for notice/approval to the Head of the Responsibility Center for Bloomington positions) will work together to establish a salary increase amount which meets the following criteria: [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.]
   a. Is at least comparable to the salary level that would be paid to a new hire with equivalent qualifications [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.c.]
   b. Ensures equity with current salaries for employees assigned to the same job and salary range [Pay/Salary Setting Pol 5.d.]
   c. Adequately recognizes the assumption of higher level responsibilities [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.i.1.]
   d. Is consistent with the promotional increases provided to other employees under comparable circumstances [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.i.2. [Pay/Salary Setting Pro lateral Transfers Pay/Salary impact 3.f.]
   e. Considers the individual's qualifications for the position [Pay/Salary Setting Pro Promotions Pay/Salary impact 5.d.i.3.]
4. A salary set in the first quartile of the salary range requires that the employee's qualifications meet or exceed the minimum qualifications for the position. A salary set in the middle of the salary range requires that the employee's qualifications are exceptional.

5. After the approvals described below are obtained, the salary action and increase amount can be communicated to the affected employee.

   a. Increases in the first quartile require the approval of:

      i. Department head

      ii. Head of the Responsibility Center for Bloomington positions and the campus human resources office for Northwest positions.

   b. Increases in the second quartile require the approval of:

      i. Department head

      ii. Head of the Responsibility Center for Bloomington positions

      iii. The campus human resources office
c. Increases above the midpoint require the approval of:
   [Pay/Salary Setting Pro Demotions The required 1.b.]
   i. Department head [Pay/Salary Setting Pro New Hires 4.d.ii.1.]
      [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 2.b.i.]
      [Pay/Salary Setting Pro Demotions The required 1.b.i.]
   ii. Head of the Responsibility Center for Bloomington positions
      [Pay/Salary Setting Pro New Hires 4.d.ii.2.]
      [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 2.b.ii.]
      [Pay/Salary Setting Pro Demotions The required 1.b.ii.]
   iii. The campus human resources office [Pay/Salary Setting Pro New Hires 4.d.ii.3.]
      [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 2.b.iii.]
      [Pay/Salary Setting Pro Demotions The required 1.b.iii.]
   iv. Notice to the office of the chancellor, provost, or appropriate vice president
      [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 2.b.iv.]

D. Lateral moves
1. A lateral move is defined as a lateral transfer initiated by the employee, or a reassignment initiated by management, or a reclassification to another job title; all at the same salary range within the same salary plan. [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 1 in part]
   [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 2 in part]
2. Lateral moves typically do not involve a major change in level of responsibility or job scope and, as such, do not normally result in a salary change. However a lateral move may result in a change in salary. [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 3.]
   a. A reassignment initiated by management or a reclassification to another job title, all at the same salary range within the same salary plan, will result in no salary change. [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 5.a. In spirit]
   b. A lateral transfer initiated by the employee for personal or career development reasons or as the result of choosing another position in a reduction in force situation may result in a salary change.
3. A move to the same or comparable position in a different salary plan from one campus to another may involve a salary adjustment depending on the comparability of the positions and any differences in the salary ranges. [Pay/Salary Setting Pro Lateral Transfers Pay/Salary impact 3.e. in spirit]


E. Demotions

1. Employees will be assigned to positions that are consistent with their skills and abilities and the university's needs, and their salary will fairly reflect that assignment. [Pay/Salary Setting Pro Demotions Pay/Salary impact 2.]

2. A demotion is the reassignment of an employee to a new position in a salary range lower than the current range or the continued assignment of an employee to the same position that has been reclassified to a lower grade level. A demotion to a lower classified position may result in a decrease in salary. [Pay/Salary Setting Pro Demotions Pay/Salary impact 1.a.] [Pay/Salary Setting Pro Demotions Pay/Salary impact 1.b.] [Pay/Salary Setting Pro Demotions Pay/Salary impact 2. In part]

a. Example of a demotion that results in no salary reduction:
   i. A reclassification to a lower grade resulting from a change of duties. (Such cases require no salary reduction except when an employee is reclassified to a lower grade level and his/her salary is outside the range of the new position.) [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.iii.2.]

b. Examples of demotions that may result in a salary reduction:
   i. An employee voluntarily chooses another position in a lower range for personal or career development reasons, or chooses to take a position in a lower range due to a reduction in force. Such a demotion will also result in a classification change. [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.a.ii.]
   ii. An employee is transferred to a position in a lower range due to lack of performance or lack of qualifications. [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.a.i.]
iii. An employee who is reclassified to a lower position and his/her salary is outside the range of the new position. [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.a.iii.2. In part]

3. Demotions that result in a salary reduction are subject to the parameters described below:
   a. If an employee's current pay is outside of the maximum of the new salary range, the decrease is to the top of the new salary range. [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.a.iii.2. In part]
   b. The maximum decrease is to the same relative position within the salary range (i.e., the percentage difference between the pay ranges involved). [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.a.i.1.] [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.ii.1.]


5. The campus human resources office is responsible for the approval of all demotions and associated salary actions. [Pay/Salary Setting Pro Demotions Pay/Salary impact 4.]

F. Equity adjustments

1. An equity adjustment is a special, one-time increase to the base salary provided to an employee or employees to correct a significant deviation from internal equity or external competitiveness. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 1.]

2. Equity adjustments may be appropriate in any of the situations described below. In these situations the department may review salaries across their organization and may request adjustments for additional individuals to ensure equity is maintained. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 3.]
   a. An employee is paid substantially lower in the salary range than other employees in the same job or comparable jobs at IU with comparable qualifications and comparable years of service. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 3.a.]
   b. There is significant compression between the employee's salary and the salaries of more recent hires in the same job within the same department, which results from conditions outside the control of the
department head (e.g., placements through reduction in force or reorganizations). [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 3.b.]
c. There is significant compression between the employee's salary and any salaries of other employees who report directly to the employee. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 3.c.]

3. Following are guidelines for equity adjustments: [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.]
   a. A salary adjustment may occur at any time of the year. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.a.]
   b. Salary adjustments will not be approved retroactively. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.b.]
   c. No employee will receive more than one salary adjustment during any twelve-month period. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.c.]
   d. Generally, an employee must have been in the current position for at least six months and performance must be at least at the satisfactory level. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.d.]
   e. A salary adjustment should not exceed 10 percent of the employee's current salary. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.e.i.]
   f. The employee's salary should be below the midpoint of the range and the employee should have considerable years of service and/or critical experience or skills. [Pay/Salary Setting Pro In-Range and Equity Equity Adjustments 5.e.ii.]

G. In-Range Increases
   1. An in-range increase may be appropriate when an employee has: [Pay/Salary Setting Pro In-Range and Equity In-Range 1.]
      a. undertaken a significant change in responsibilities that resulted in a greater scope of responsibility within the current level; and [Pay/Salary Setting Pro In-Range and Equity In-Range 1.a.]
      b. mastered new job competences resulting in significant additional responsibilities within the current level. [Pay/Salary Setting Pro In-Range and Equity In-Range 1.b.]
2. Job changes must be measurable and well documented [Pay/Salary Setting Pro In-Range and Equity In-Range 2.]
   a. the rationale for an in-range increase requires written substantiation of the assignment of additional responsibilities and/or the new job competences [Pay/Salary Setting Pro In-Range and Equity In-Range 2.a.]
   b. the Department must document the new responsibilities in an updated position description with the campus human resource office. [Pay/Salary Setting Pro In-Range and Equity In-Range 2.b.]
3. In determining any in-range salary adjustment, the department should consider: [Pay/Salary Setting Pro In-Range and Equity Procedures 1.]
   a. The employee’s job-related qualifications and performance [Pay/Salary Setting Pol 5.b.]
   b. The pay of other employees performing similar work in the RC [Pay/Salary Setting Pol 5.d.]
   c. The unit’s fiscal resources [Pay/Salary Setting Pol 5.e.]
4. To be eligible, the employee’s salary should be below the fourth quartile of the wage schedule. [Pay/Salary Setting Pro In-Range and Equity In-Range 3.]

**Procedure 9.4**

**Requests for equity adjustments**

1. Department heads will consider requests for salary adjustments from managers, supervisors, and employees. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.]
2. A request for an equity adjustment should be based on one or more of the following criteria:
   a. Competitive salaries and the employee's qualifications [Pay/Salary Setting Pol 5.b.]
   b. Salaries of current employees in the same job or comparable jobs within the department or in other departments across the campus [Pay/Salary Setting Pol 5.d.]
   c. The employee's placement within the salary range relative to the number of years of service [Pay/Salary Setting Pro In-Range and Equity Procedures 1.e.iii.2.]
   d. The employee's performance [Pay/Salary Setting Pol 5.b. in part]
3. Recommendations for a salary adjustment will be initiated and forwarded by the department head, with notice to the Responsibility
Center for Bloomington positions, and submitted to the campus human resources office. [Pay/Salary Setting Pro In-Range and Equity Procedures for 1.]

4. The campus human resources office (HR) will review the request, and is responsible for the approval of all salary adjustments. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.ii.]
   a. HR will notify the president of CWA, Local 4730, for Bloomington and Northwest positions and the Northwest campus CWA vice president for Northwest positions, prior to the approval of a salary adjustment, and provide the president an opportunity to discuss the request. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.ii.1.]

5. Notification of the result of a requested salary adjustment will be made by and to the following persons: [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.iii.]
   a. HR will notify the requesting department head. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.iii.1.]
   b. Department heads will notify the employee requesting the adjustment. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.iii.2.]
   c. The department head will notify departmental employees to initiate the paperwork required for payroll and budget actions. [Pay/Salary Setting Pro In-Range and Equity Procedures 2.a.iii.3.]

H. Salary adjustments cannot exceed range maximum
1. A maximum salary for each job is appropriate to ensure fiscal responsibility and internal equity. The range maximum represents the highest salary that may be paid to an employee within a job. [Pay/Salary Setting Pol 5.d.]

2. The maximum of a salary range represents a salary that is significantly above average competitive salary levels. As such, it is reserved solely for exceptional performers who continually make significant contributions to the university. [Pay/Salary Setting Pol 6.]
   [Pay/Salary Setting Pro In-Range and Equity 1.] [Temporary Pay Pol 6.]

3. Unless otherwise negotiated by the university and the union, employees should not receive a salary increase that would cause
their salary to exceed the established maximum for the assigned salary range. This is necessary to preserve the integrity of the salary structure. [Pay/Salary Setting Pro In-Range and Equity 2.]
[Pay/Salary Setting Pol 7. In spirit] [Temporary Pay Pol 7.]

4. If a classification change would cause an employee's salary to exceed the salary maximum of the new classification, the employee's salary will be reduced to the top of the new salary range of the new classification. [Pay/Salary Setting Pro Demotions Pay/Salary impact 5.iii.a.2.]

I. Temporary assignments resulting in temporary salary adjustments

1. The university recognizes the need for work assignments to be made on a temporary basis from time to time in order to facilitate flexible staffing and career development. When such an assignment is made to a position in a higher range level for no less than two weeks, the university will provide for a temporary salary adjustment. [Temporary Pay Pro 4.b.ii.1. in part] [Temporary Pay Pro 1. In part]

2. Salary changes that may accompany temporary assignments will be based on the following considerations: [Pay/Salary Setting Pro Temporary4.b.]
   a. The exact nature or extent of the employee's assumption of higher level responsibility in the temporary position [Temporary Pay Pro 4.b.i.]
   b. The expected length of the assignment [Temporary Pay Pro 4.b.ii.]
   c. A consideration of the current salary in relation to the salary range of the temporary position. [Temporary Pay Pro 4.b.iii.]

3. A temporary assignment involves an employee assuming the higher level duties and responsibilities of a position other than the normal position for a limited period of time. In effect, the employee is functioning in the temporary position instead of the normal position, though the employee may retain some significant elements of the normal position. [Temporary Pay Pro 4.a.]

4. All requisite approvals should be obtained before the temporary promotion and salary increase is communicated to the affected employee. [Pay/Salary Setting Pol 8.] [Temporary Pay Pol 8.]

5. A temporary salary adjustment will be in effect for the exact period of the temporary assignment. The amount of the adjustment is
determined in consultation with campus Human Resources and will be based on the extent of the duties being performed not to exceed 25% of the employee’s current salary. [Temporary Pay Pro 5.e.vi.]

6. Temporary assignments are assumed to be for less than one year. If a temporary assignment is expected to exceed one year, then the chancellor, provost, or appropriate vice president must approve the assignment and any special salary adjustment. [Temporary Pay Pro 2. In part] [Temporary Pay Pro 4.c.]

7. If the temporary assignment becomes permanent, Policies 9.1, Establishing a Position and 10.1, Posting and Advertising a Position Vacancy apply. The salary adjustment provisions for promotions, lateral transfers, or demotions described in the above sections may also apply. [Temporary Pay Pro 5.e.v.]

8. Temporary assignments anticipated being of six months duration or more must be advertised internally in accordance with the provisions of Policy 10.1, Posting and Advertising a Position Vacancy. Should the position later be made permanent, and the employee assigned was selected in accordance with the provisions of Policy 10.1, then no further re-advertisement and selection is required. [Temporary Pay Pro 4.d.]

J. Temporary assignments resulting in no change of pay

1. The following types of temporary assignments do not result in a change of pay:
   a. Temporary assignments of fewer than two weeks or 10 working days, whichever is greater, will not result in any special compensation. [Temporary Pay Pro 4.b.ii.2.]
   b. A temporary assignment to a position in the same or lower salary range will not result in any loss to an employee. Normal salary increases will continue and any employee benefits that may vary will be applied as to the employee's normal salary range. [Temporary Pay Pro 5.e.i.]
Posting and Advertising a Position
Vacancy
CWA 10.1
Revised July 1, 2008
Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Role of Campus Human Resources Office

1. The campus Human Resources office advertises employment opportunities.
   a. At Bloomington each week, Employment Services advertises employment opportunities listed with University Human Resources Services. Employees are expected to screen the listing of available positions from the online Jobs site at www.jobs.iu.edu.
   b. At Northwest, the Human Resources office will post the positions on its Web site at www.iun.edu/~jobsnw as positions become available.

2. At Bloomington, departments must consult with UHRS Employment Services when listing a position. The position must be listed at least five working days, whether listed internally to the department or Responsibility Center, or campus-wide. If the position is listed campus wide, interviews and selection can occur after the first week’s listing. [Posting a Position Pro Steps prior to posting 5. in part] [Posting a Position Pro Posting a Staff position campus 1.a. in part]

3. In the event that no applicant has been selected within 90 days from the ending date of the most recent job posting, if the department determines to proceed with filling the position, the job opening will be relisted in accordance with the procedures set forth in this policy. [Posting a Position Pro When to re-advertise 1.]
   a. 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 Pro When to re-advertise 1.a.] b. If another opening for the same job title, classification level, and position description 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 Pro When to re-advertise 1.b.]

4. All listings of confidential positions will indicate that the successful candidate will be exempt from CWA Local 4730 membership and representation. [Posting a Position Pro Posting a Staff position campus 3. in spirit]

5. The campus Human Resources office will provide:
   a. A copy of all position vacancies to CWA Local 4730 officials (president, staff representative and appropriate steward) [Posting a Position Pro Posting a Staff position campus 5.]
   b. An alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk), if requested by an individual with a disability [Posting a Position Pro Steps prior to posting 7.]
**Procedure 10.1**

**How to post and advertise a position vacancy**

1. At Bloomington, review the written set of guidelines provided by Employment Services, "Procedures for Recruitment and Selection of Staff Positions." This document is available on the web at [hr.iu.edu/employment/bloomington/procedures_index.html](http://hr.iu.edu/employment/bloomington/procedures_index.html).

2. At Northwest, contact the campus Human Resources office for the set of recruitment and selection guidelines.

3. At Bloomington, use the job posting form at [www.indiana.edu/~uhrs/employment/bloomington/forms.html](http://www.indiana.edu/~uhrs/employment/bloomington/forms.html). At Northwest, send the following information to the campus Human Resources office:
   a. Title, department, and position number
   b. Brief description of the position and minimum and preferred qualifications
   c. If the vacancy is other than a regular appointed position, specify the length of the limited-term appointment
   d. Effective date of opening for new position
   e. Person to whom applicants are to be referred for interview
   f. At Northwest, include the name of the last person in the position.
   g. Suggestions from the department head and/or campus human resources office of any known candidate for the position.

4. Ensure that a current Position Description for the position is on file with the campus Human Resources office before advertising the position internally or externally. [Posting a Position Pro Steps prior to posting 3.]

5. At Bloomington, consult with UHRS Employment Services when listing a position. Determine which level of initial listing applies to the given job. In a department (or RC) which has more than one Support Staff occupational unit, an opening may be listed in the occupational unit of the opening only or in all Support Staff occupational units in the department (or RC) before the opening is listed in the campus-wide listing. In a department (or RC) with only one Support Staff occupational unit, the listing process does not change: an opening may be listed in that occupational unit before it is listed in the campus-wide listing. [Posting a Position Pro Steps prior to posting E.4. in part] [Posting a Position Pro Posting a Staff position Internal 1. in part]
   a. If a department or Responsibility Center (RC) with only one Support Staff occupational unit plans to fill a position by promoting an appointed employee from within the occupational unit, the position does not have to be listed with Employment Services; however, the department or RC must advertise the position within the unit for five working days. This gives all qualified Support Staff from within the occupational unit an opportunity to apply. [Posting a Position Pro Posting a Staff position Internal 1. in part]
   b. If a department or RC with more than one Support Staff occupational unit wishes to use the option in paragraph 4 above, the opening will be posted within the entire department or RC as a whole for 5 working days before the opening is listed in the campus-wide listing to give all qualified Support Staff from within the department or RC an opportunity to apply. [Posting a Position Pro Steps prior to posting 5.d. in spirit] [Posting a Position Pro Posting a Staff position Internal 1. in spirit]

6. At Northwest, if a department plans to fill a position, where more than one employee works within a department, the position does not have to be listed with the Human Resources
office. However, the position must be advertised and posted within the department first to give all qualified employees an opportunity to apply and the Position Description must be on file with Human Resources prior to advertising. If this option is used (and no one is selected), the position will be posted campus wide on the Human Resources Web site after all employees within the department have been considered for the position. [Posting a Position B.1. in part] [Posting a Position Pro Posting a Staff position Internal A.] [Posting a Position Pro Posting a Staff position Internal 1.f.i.]

7. An alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk) must be provided if requested by an individual with a disability. [Posting a Position Pro Steps prior to posting 7.]

8. Temporary and temporary agency employees are only eligible to apply for appointed positions that are advertised campus wide. [Posting a Position Pro Posting a Staff position Internal 1.f.i.]

9. Before filling a vacancy within or outside an occupational unit affected by a reduction in force, the campus Human Resources office must first review and refer qualified employees on a layoff list. See policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled. [Posting a Position Pro Steps prior to posting 5.b.i. in part]

10. All advertising outside the occupational unit (e.g., newspapers, web sites, trade or professional publications, employment agencies) must be coordinated with the campus Human Resources office. [Posting a Position Pro Advertising 1.]

11. Each position must be listed for a minimum of one week before it is filled.
   a. Departments are not to make an offer before the Friday following the close of the first listing. [Posting a Position Pro Posting a Staff position campus 2.a.i.]

12. At Bloomington, contact Employment Services to relist the position by sending an e-mail message to iupers@indiana.edu. At Northwest, contact the campus Human Resources office. [Posting a Position Pro Relisting 1. in part] [Posting a Position Pro Relisting 2. in part in spirit]

B. Use of private employment agencies

1. No position will be listed with a private employment agency without the approval of the campus Human Resources office. [Posting a Position Use of private employment 1.]

2. 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 Use of private employment 2.]

3. 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 employment, provided that (1) the fee arrangements with the outside agency are set forth in a contract and (2) the contract is approved by the campus Human Resources office and University Counsel. [Posting a Position Use of private employment 4. and its subparts]

University Human Resource Services
Last updated: 1 July 2008
URL: http://hr.iu.edu/policies/
Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Equal opportunity
1. All persons who apply for a position(s) 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 Human Resources office. [Selection & Filling Pro Making the selection 1. in spirit]

Procedure 10.2 How to fill a Support Staff position
1. When it is probable that an appointed employee from within the occupational unit will fill a position, the department must follow this sequence:
   a. Review the layoff list from within the affected occupational unit to determine whether an employee on the layoff list is qualified to perform the available work. [Selection & Filling Pro General Pro 2. in spirit]
      i. See the policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled.
   b. If an employee on the layoff list does not fill the position, then the department is to post the position vacancy on appropriate bulletin boards, or be able to demonstrate that the position vacancy was clearly communicated to all employees within the unit. See the policy, Posting and Advertising a Position Vacancy. [Posting a Position Vacancy Pro Posting a Staff position 2. in spirit]
   c. Departments must provide an alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk), if requested by an individual with a disability. [Posting a Position Pro Steps prior to posting 7.]
2. When positions are posted outside an occupational unit, the following sequence is observed:
   a. The campus Human Resources office must first review a layoff list and refer qualified employees who appear on the list. [Posting a Position Pro Steps prior to posting 5.b.]
      i. **See the policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled.**
   b. The campus Human Resources office will screen applicants on file, recruit qualified applicants, and consider suggestions from the department of any known candidates for the position. [Selection & Filling Pro Making the selection 1.]
   c. Unless otherwise mutually agreed to by the employee and the department--and except for openings occurring in jobs of a unique nature requiring unusual skills and abilities--an employee must work in a position for at least four months before requesting a change to another position. [Selection & Filling Pro General Pro 6.]
   d. The campus Human Resources office may conduct preliminary interviews with and administer required exams to applicants to determine their qualifications. The campus Human Resources office will then refer the best-qualified candidates to the department. [Selection & Filling Pro Making the selection 1. In spirit]
3. The department will conduct final interviews, evaluations, and reference checks to determine the suitability of the applicants. Departments should instruct the applicant about the position and its conditions of employment. [Selection & Filling Pro Making the selection 2.]
4. In determining an applicant's qualifications, factors to consider include, but are not limited to the following: [Selection & Filling Pro Making the selection 3. in spirit]
   a. Experience [Selection & Filling Pro Making the selection 3.b.]
   b. Past performance [Selection & Filling Pro Making the selection 3.c.]
   c. Ability to perform the **essential functions** of the job with or without **reasonable accommodation** [Selection & Filling Pro Making the selection 3.d.]
   d. Educational background [Selection & Filling Pro Making the selection 3.a. in spirit]
e. Ability and qualifications to perform the work competently, with or without reasonable accommodation [Selection & Filling Pro Making the selection 3.d.]

f. Attendance record over the last 12 months (not including extended periods of sick leave due to serious illness or injury or approved leave of absence) [Selection & Filling Pro Making the selection 3.e.]

5. Corrective actions more than three years old shall not be used to deny an otherwise qualified employee an interview for a position, except that corrective actions for serious offenses, as defined in **Policy 6.3, Corrective Action**, Procedure 5.b., shall have no expiration as provided under this paragraph. [Selection & Filling Pro Making the selection 3.i.]

6. All relevant factors will be considered fully. Where such factors are found to be relatively equal between two or more candidates, and where at least one candidate is an appointed IU employee, the decision to hire is governed by occupational unit seniority first and university seniority date second. [Selection & Filling Pro Making the selection 4.]
   a. Temporary and temporary agency employees in the available position have no seniority. [Selection & Filling Pro Making the selection 4.b.]

7. Existing appointed employees and those on a layoff list may fill vacancies through one of the following position changes: promotion, lateral transfer, or a voluntary demotion. **See Sections B., C., and D. of this policy for additional information.** [Addressed in Reduction in Force]
   a. The campus Human Resources office acts as the clearing agency for information, interviews, arrangements, and approvals regarding interdepartmental position changes. [Selection & Filling Pro. General Pro 1.]
   b. After a Support Staff employee gives notice that he/she has selected another position in the university, the employee will be transferred within two weeks of the date of notification of selection or on the effective date of the position opening, whichever is later. [Selection & Filling Pro Post Offer 2.a.]
      i. An exception to this rule is allowed when the department head of the hiring department agrees to a longer period of time. [Selection and Filling Pro post Offer 2.b.]

8. The department makes the final selection, provided that (1) affirmative action requirements are met; (2) The campus Human Resources office
has been informed of the selection; and (3) where appropriate, the selected candidate passes any required physical exam. [Selection & Filling Pro Making the selection 2.] [Selection & Filling Pro Post Offer Pre-Employment 1. And its subparts] [Selection & Filling Pro Making the Offer 2.]

9. See the policy, Salary Decisions for Individual Employees, for information about new hire salaries and salary changes for promotions, laterals transfers, and demotions.

10. A standard written offer of employment is not necessary. No supervisor or administrator may make an offer contrary to the university policies related to employment, compensation or benefits, nor imply nor state that a contract has been created between the university and the future employee. Only the president or vice presidents may offer actual contracts. [Selection and Filling Pol 2. in part] [Selection & Filling Pro Making an Offer 1. in part]

11. At Bloomington, the hiring department notifies the candidate who is selected for the position. At Northwest, the Human Resources office will notify the selected candidate. [Selection & Filling Pro Making an Offer 2. in part] [Selection & Filling Pro Making an Offer 2.a. in part]

12. At Bloomington, when the applicant has accepted the position, the department must complete the online Employee Information Form. At Northwest, the Human Resources office will obtain this information. [Selection & Filling Pro General 6.c. in spirit]

13. When the applicant has accepted the position, see policy, Background Checks, for the background checks required for Staff positions.

14. The hiring department (at Northwest, Human Resources) must initiate a HRMS documentation to obtain the required approvals. [Selection & Filling Pro General 6.c. in spirit]

15. Final approval of all filled positions by new employees is contingent upon the individual hired completing Form I-9 using the online procedures established by the University. This form verifies that the individual is 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 spirit]
a. 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 spirit]

b. 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 spirit]

c. 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. [Selection & Filling Pro Other New Hire 1. in spirit]

d. 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. [Selection & Filling Pro Other New Hire 1. in spirit]

16. At Bloomington, contact Financial Management Services (FMS) for information about other required hiring forms. At Northwest, contact the campus Human Resources office.

17. The department will then inform all applicants for the position in writing or by e-mail that the position has been filled. Notification to applicants who are existing IU Support Staff employees will include the name of the employee selected, the employee's university seniority date, and the basis for the selection, i.e., qualifications, seniority, other. [Selection & Filling Pro Post Selection 1. in part] [Selection & Filling Pro Post Selection 3. and its subparts]

18. At Bloomington, on a weekly basis, Employment Services will publish the name of the person selected and the position on the University Human Resource Services Web site. [Selection & Filling Pro Post Selection 4.]

19. The campus Human Resources office will notify CWA Local 4730 of the successful applicant for such filled positions, including the successful
applicant's university seniority date if she/he is hired from within the university. [Selection & Filling Pro Post Selection 3. and its subparts]

**B. Additional information about promotions**

1. A promotion occurs when an employee is promoted to a position in a higher salary grade (or when an employee's current position is reclassified to a higher range). [Pay/Salary Setting Definitions 6.]

2. *See the policy, Salary Decisions for Individual Employees*, for salary increase parameters and required approvals.

3. In order for an employee to qualify for a promotional increase, the employee must (1) assume a higher ranked position and (2) possess the minimum qualifications for the new position. [Pay/Salary Setting Promotion Pay/Salary increases 1. In spirit]

4. If the promotion is to a newly created position, the policies, *Establishing a Position and Advertising a Position Vacancy* apply. The promotion cannot take effect until an appropriate position description is provided and a job title and a position classification are approved by the campus Human Resources office. [Position Description Pol 1. In spirit]

**C. Additional information about lateral transfers**

1. Lateral transfers typically do not involve a major change in level of responsibility or job scope and, as such, do not normally but may result in a salary change. See *Personnel Policy 9.4, Salary Decisions for Individual Employees*, paragraph D. for details. [Pay/Salary Setting Definitions 5.]

2. A transfer to the same or comparable position in a different salary structure from one campus to another may involve a salary adjustment depending on the comparability of the positions and any differences in the salary grades. [Pay/Salary Setting Lateral Transfer Pay/Salary impact 3. In spirit]

3. In order to transfer laterally, the employee must (1) have satisfactory performance in the current position and (2) meet the minimum qualifications for the new position. [Pay/Salary Setting Lateral Transfer Pay/Salary impact 3.b.]

4. An employee should not be given a transfer commitment until he/she has informed the present department head. [Pay/Salary Setting Lateral Transfer Required approval 4.a.]

**D. Additional information about voluntary demotions**
1. Employees may voluntarily transfer to a position in a salary grade lower than their current range due to personal or career development reasons or due to a reduction in force. Such a demotion will result in a classification change and may result in a reduction in salary. [Pay/Salary Setting Pro Demotion Pay/Salary impact 1.c. In spirit] [Pay/Salary Setting Pro Demotion Pay/Salary impact 1.d. In spirit]

2. See the policy, Salary Decisions for Individual Employees, for salary decrease parameters.

E. Employee time off to pursue career development [Selection & Filling Pro A.5 in E’s subparts]

1. The university encourages staff to pursue career development opportunities; therefore, reasonable time away from the job for IU-provided career counseling, training and development classes (see the policy, Training and Education) and IU job interviews is permissible. Employees are not required to make up the time or charge it to accumulated time off. [Addressed in CWA 6.5 Career Development]

2. Each supervisor will have to determine what is reasonable time off, keeping in mind the university's favorable attitude toward promotion and transfer. If these absences become excessive in the judgment of the supervisor, time off can then be made up or charged to accumulated time off. [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]

F. Transfer of employee benefits

1. An employee's benefits will be transferred between departments and campuses, except that accrued compensatory time off is to be granted or paid by the employee's current department before the promotion or transfer occurs. See the policy, Overtime. [Overtime Pro Rules related to compensatory time 8. In spirit]

G. Occupying Multiple Positions

1. 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 appointed positions, or an appointed employee working in a temporary position. Following are basic rules governing such circumstances: [Selection & Filling Pro Occupying multiple positions 1.]

   a. Appointed staff positions must be at least 50% FTE. [Selection & Filling Pro Occupying multiple positions 1.a.]
b. The combined FTE for all appointed positions held by one person cannot exceed 100% FTE. [Selection & Filling Pro Occupying multiple positions 1.b.]

c. An individual cannot hold an appointed exempt position and an appointed nonexempt position at the same time. [Selection & Filling Pro Occupying multiple positions 1.c.]

d. 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 resources office in determining a bona-fide hourly rate for the work performed in the Temporary job. [Selection & Filling Pro Occupying multiple positions 1.d. in part] [Selection & Filling Pro Occupying multiple positions 1.e. in part] [Selection & Filling Pro Occupying multiple positions 1.f. in part]

2. Contact the campus human resources office if there are questions about a specific situation. [Selection & Filling Pro Occupying multiple positions 2.]

University Human Resources
Last updated: 1 July 2013
URL: http://hr.iu.edu/policies/
Comments concerning content and the Web site: policy@iu.edu
Privacy Statement
Evaluation Period for New Employees

CWA 10.4
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Purpose
The purpose of the new-employee evaluation period is to provide assurance that the employee can satisfactorily fulfill the demands of the position.

B. Provisions and departmental responsibilities
1. All employees at the time of their appointment to the university will serve a minimum evaluation period of four (4) months.
2. Every effort should be made to provide a progress report after approximately two months of service. The failure to provide this progress report will not limit the supervisor's right to terminate an employee during the evaluation period.
3. Two weeks prior to the end of the evaluation period, the campus Human Resources office will send the department a New-Employee Evaluation Form. Supervisors of each new employee are responsible for completing and returning the form to Human Resources.
   a. The department should contact Human Resources if this form is not received.
   b. Action must be taken on or before the expiration date.
   c. The failure to receive this form does not negate the supervisor's responsibility to inform all employees whether they have satisfactorily completed the evaluation period.
for New, Promoted, and Transferred Employees Pro Completing the Eval/Trial Period 1.a.iii.]
d. At this time, every effort should be made to talk with the new employee about their performance. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Completing the Eval/Trial Period 1.a.iv.]

4. Supervisors may decide at any time during or at the end of the evaluation period that the employee has not had sufficient time to satisfactorily complete the evaluation period. In such cases, the period may be extended by no more than two months. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 1. in part] [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 1.b. in part]
a. Documentation of the extension must be made on the New-Employee Evaluation Form. Supervisors are responsible for completing and returning the form to Human Resources, which will then send a second form to cover the period of the extension. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 2.b.]
i. Upon receipt from the department, the campus Human Resources office will provide a copy of the extension notice to the union. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 2.b.i.]
b. At this time, every effort should be made to talk with the new employee about their performance. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 2.b.ii.]

5. By the end of the evaluation period, supervisors must inform all appointed employees whether they have satisfactorily completed the evaluation period. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Extending the Evaluation/Trial Period 2.c.]
a. Give one copy of the New-Employee Evaluation Form to the employee and retain one copy for the department file. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Completing the Evaluation/Trial Period 1.a.v.]
6. If it is decided at any time during the evaluation period not to continue the new employee's employment, Human Resources should be contacted—before separation from employment is executed—to determine other job opportunities in work better suited to the individual. [Evaluation Periods for New, Promoted, and Transferred Employees Pro Failure to successfully complete 1.]

7. Employees who are promoted or transferred are not required to serve another evaluation period. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For Promoted, Demoted, and/or Transferred Emp 1.a.]

8. The evaluation period is not a part of any disciplinary procedure. Once the evaluation period has been satisfactorily completed, an employee is not required to serve it again. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For New Employees 2.]

C. Seniority date
1. During the evaluation period, an employee will have no seniority until the total evaluation period, including extensions, is completed. A university seniority date is established for appointed employees, upon completion of the evaluation period as provided in the Seniority Date/Service Credit policy. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For New Employees 2.]

D. Benefits available for use during evaluation period
1. Employees in evaluation status are eligible to use benefits such as accrued vacation and income protection (sick), holidays, tuition benefit, and training and education—provided the eligibility and use is in accordance with the respective policy. A comprehensive list of benefits appears on the chart, "Summary of Benefits for Appointed Staff," located at the back of this manual. See the specific policy for details. [Evaluation Periods for New, Promoted, and Transferred Employees Pro During the Evaluation/Trial Period 3.]

E. Employee limitations during evaluation period
1. An employee in evaluation status is not eligible to use the grievance procedure outlined in the policy, Problem-Grievance Resolution Procedure. [Evaluation Periods for New, Promoted, and Transferred Employees Pro For New Employees 3.]

2. Employees in evaluation status are not eligible for terminal pay for accrued vacation until six months of employment is completed.
Time Off Accruals During Absences
CWA 12.1
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support and Service Staff at IU.

A. Absences with pay and time off accrual
1. Employees will receive pay and accrue time off for absences covered under the following policies: [Time Off Accruals During Absences Pol Absences with pay and time off accrual]
   a. **Adverse Weather Conditions**
   b. **Overtime** (Section H. Overtime compensation in the form of time off)
   c. **Health and Safety** (Section G. Closings due to unsafe/adverse working conditions)
   d. **Injury on-the-Job** (under certain circumstances as provided)
   e. **Military Training and Extended Active Military Duty**
   f. **Holidays**
   g. **Income Protection Time (Sick Time)**
   h. **Vacation Time**
   i. **Voting and Court Duty**
   j. **Time Off for Funerals/Bereavement**

B. Absences without pay and without time off accrual
1. Employees do not receive pay nor accrue time off while absent due to: [Time Off Accruals During Absences Pol Absences without pay and without time off accrual 1.]
   a. A temporary reduction in force [Time Off Accruals During Absences Pol Absences without pay and without time off accrual 1.a.]
   b. A leave of absence [Time Off Accruals During Absences Pol Absences without pay and without time off accrual 1.c.]
   c. An absence or tardiness not covered in a policy listed in Sections A. or C. [Time Off Accruals During Absences Pol Absences without pay and without time off accrual 1.d.]

2. Unpaid absences that are not approved may be considered excessive and may be subject to discipline under the **Corrective Action** policy. [Time Off Accruals During Absences Pol Absences without pay and without time off accrual C.2.]

C. Absences without pay and with time off accrual [Time Off Accruals During Absences C.]
1. Employees who are absent without pay accrue time off under the following conditions:
   a. The employee is prevented from working due to a short layoff (of less than 30 calendar days), or at the request of the supervisor/department head [Time Off Accruals During Absences Pro Absences without pay and with time off accrual 1.a.]
   b. 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 [Time Off Accruals During Absences Pro Absences without pay and with time off accrual 1.b.]
   c. The employee is receiving Worker's Compensation payment supplemented by sick time (income protection) or vacation time [Time Off Accruals During Absences Pro Absences without pay and with time off accrual 1.d.]
d. An employee is serving military duty. This additional accrual is limited to vacation or PTO 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 or PTO in a year will continue to apply. [Time Off Accruals During Absences Pro Absences without pay and with time off accrual 1.e.]

e. The employee is on unpaid union released time; see the Union-Administration Relations policy. [Time Off Accruals During Absences Pro Absences without pay and with time off accrual 1.f.]
Holidays
CWA 12.5
Revised October 9, 2009

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest. Click here for current year's list of holidays.

A. Observed university holidays
1. The university observes the holidays listed below and closes all offices except where continuous service is essential. Eligible employees are excused from work and receive pay for these days. [Holidays Pol 1. and its subparts]
   a. New Year's Day
   b. Martin Luther King, Jr. 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 1.d.]

B. Other holidays
1. Only the Board of Trustees or the president of the university may grant special holidays other than those mentioned above. [Holidays Pol 3.]
2. Departments are encouraged to reasonably accommodate an employee's request to observe a bona fide religious observance or practice not included in the list above by one of the following methods: [Holidays Pol 4.]
   a. Changing the employee's work schedule [Holidays Pol 4.a.]
   b. Permitting the employee to take accrued time off, which can include vacation time, income protection time, and compensatory time, subject to the usage guidelines of the respective time off policy [Holidays Pol 4.b. in part] [Holidays Pol 4.b.i.]

C. When holidays are observed
1. If a legal holiday falls on a Sunday, the holiday is observed on the Monday immediately following the holiday. [Holidays Pro 1.a.]
2. If a legal holiday falls on a Saturday, the holiday is observed on the Friday immediately preceding the holiday. [Holidays Pro 1.b.]
3. An employee who is scheduled off on the day on which the university observes a holiday, but who works on the day on which the legal holiday falls, will receive additional pay or time off for the day worked. This provision is subject to the provisions in Section E. below. [Holidays Pro 8.]
4. An employee who is scheduled to work on both the university-observed holiday and the day on which the legal holiday falls will receive additional pay or time off for the legal holiday. [Holidays Pro 9.]
5. 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. The hours must be used by the end of the last full pay period in December of the next year or they are lost. [Holidays Pro 10.]
6. The Campus Holiday is a "floating" holiday that may be taken on or after March 1 of each year-on a workday of the employee's choice-provided the employee has prior supervisory approval. The Campus Holiday must be taken by the end of the last full pay period of the following year or it is lost. [Holidays Pro 1.c. in part] [Holidays Pro 1.c.ii. in part]

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

D. Eligibility and pay for holidays

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.]
   a. Be on appointment of 50 percent FTE or greater on or prior to the holiday (on or prior to March 1 for the Campus 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.ii.]
      i. New employees appointed on the day following a holiday do not receive pay for the holiday. [Holidays Pro 4. In part]
      ii. Existing employees returning from a leave of absence on the day following a holiday do not receive pay for the holiday. [Holidays Pro 4. In part]

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) [Holidays 3.c.]

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

4. 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 can not be used in lieu of the current holiday. [Holidays Pol 6. in part]

5. For information regarding terminal pay for holidays, refer to Policy 13.4, Separation Pay.

E. Pay or time off for worked holidays

1. When it is necessary for an appointed employee to work on a holiday, it is at the discretion of the department as to whether the employee receives either additional pay or time off. [Holidays Pro 7.a.]
   a. Employees required to work on a holiday (see exceptions below) receive their regular pay and additional pay or time off at a rate of one and one-half (prorated by FTE for part-time staff). [Holidays 7.a.i.]
      i. The above provision excludes the Campus Holiday, Martin Luther King Day, and the Friday After Thanksgiving. [Covered by inference Pro 7.]
   b. Employees required to work on the Campus Holiday, Martin Luther King, Jr. Day or Friday after Thanksgiving receive their regular pay and an additional eight (8) hours of pay or time off (prorated by FTE for part-time staff). [Holidays 7.b.]

2. Employees who receive time off as compensation for a worked holiday must do the following: [Holidays Pro 9. In part]
a. Select a time-off date that is mutually agreeable with the supervisor and which does not create an undue hardship on the department. [Holidays 9.a.]
b. Use the time off by the end of the last full pay period of the following year or it is lost. [Holidays 9.b.]
Income Protection Time (Sick Time and Other Uses)
CWA 12.6
Revised July 1, 2008

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Introduction
1. Regular attendance is a condition of employment. Income protection time for appointed employees, 75 percent FTE or greater, is provided to prevent loss of pay during the following situations: [Income Protection Pol 1. In part]
   a. Personal or family illness, injury, or emergency care [Income Protection Pol 2 in part]
   b. Personal or family medical/dental appointments [Income Protection Pol 2 in part]
   c. Personal Emergencies that are not health related such as adverse weather or working conditions or other events over which the employee has no control over scheduling. [Income Protection Pol 2 in part]
   d. Other religious holidays not included in the university's holidays [Income Protection Pol 2 in part]
2. When income protection accruals are used, the exact number of hours including tenths of hours, are reported and subtracted from the accrued balance. [Income Protection Pro 6]

B. Schedule of accruals
1. Full-time appointed employees accrue 3.7 hours per eligible pay period (80 hours in pay status). This results in a maximum earning of 96.2 hours in a calendar year. Accruals accumulate from year to year. [Income Protection Pol 3.]
   a. Part-time appointed employees of 75 percent FTE or greater accrue a prorated amount of hours, based on their specific FTE [Income Protection Pol 3.a.]
2. Employees do not earn hours during a leave of absence, an absence without pay, or a temporary reduction in force. [Income Protection Pol 3.a.]
3. Employees who transfer from an academic appointment to a Support Staff appointment receive, at the time of transfer, four hours for each month of the academic appointment. [Income Protection Pro 8.]
4. A professional staff employee who transfers to a Support Staff position will have any sick leave account balance transferred to an income protection account. [Income Protection Pro 9.]

C. Use of accruals
1. Employees may use accumulated income protection time after receipt of their first paycheck. [Income Protection Pro 1.] [Income Protection Pro 7 in part]

D. Use of accruals for personal illness
1. There is no limit to the number of hours an employee may use to cover a period of personal illness or injury, but hours cannot be used before they are accrued. [Income Protection Pol 6. In part] [Income Protection Pol 7 in part]
2. Medical disabilities resulting from pregnancy will be treated as any other temporary medical disability. [Income Protection Pro 1.b.]

E. Use of accruals for family care
1. Employees may use accruals to provide health care for members of the immediate family or household. [Income Protection Pro 2.] [Income Protection Pro 2.a. in part]
a. Members of the immediate family or household included under this provision are the following: [Income Protection Pro 2.b. in spirit]
   i. Spouse as defined by Indiana law, same sex domestic partnership 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 [Income Protection Pro 2.b. in spirit]
   ii. Parents, children, grandparents, grandchildren, siblings, or relatives of the spouse or the same sex domestic partner of the same degree who are dependent on the employee for emergency care [Income Protection Pro 2.b. in spirit]

2. There is no limit to the number of hours an employee may use to cover a period of personal illness or injury, but hours cannot be used before they are accrued. [Income Protection Pol 6. In part] [Income Protection Pol 7 in part]

F. Confirmation of need for use
   1. **Administrators** may require confirmation of a personal illness, injury, or medical/dental appointment, or the need for family care, through a licensed physician's statement, when any of the following apply: [Income Protection Pro 4.a.]
      a. An employee has been absent on three or more consecutive days. [Income Protection Pro 4.a.i.]
      b. The employee has a pattern of absenteeism. [Income Protection Pro 4.a.ii.]
      c. The employee has received prior disciplinary action for absenteeism during the prior twelve months. [Income Protection Pro 4.a.iii.]
      d. The administrator has substantial cause to believe that the claim is dishonest. [Income Protection Pro 4.a.iv.]

   2. In determining whether there is a pattern of absenteeism, absences approved by the university under the **Americans with Disabilities Act** or **Family and Medical Leave Act** will not be considered. [Income Protection Pro 4.b. in part] [Income Protection Pro 4.c. in part]
      a. This paragraph will not be construed to limit the university's right to require a physician's statement or other medical documentation to support the following: [Income Protection Pro 4.c. in part]
         i. A long-term absence, including FMLA [Income Protection Pro 4.c. in part]
         ii. An employee's fitness to return to work [Income Protection Pro 4.c. in part]
         iii. An employee's continued ability to perform the assigned tasks [Income Protection Pro 4.c. in part]
         iv. To determine an employee's eligibility for other benefits or to comply with any state or federal requirement [Income Protection Pro 4.c. in part]

G. Other uses of accruals
   1. Employees may use accruals to cover an absence for the following:
      a. Personal emergencies that are not health related: 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 of the circumstances of the absence. [Income Protection Pro 3.a. in part]
      b. Special situations that cannot be performed during the normal hours away from the job: examples include but are not limited to religious holidays not provided for in the university's holiday plan, funeral arrangements, marriage arrangements, legal matters, real estate transactions, university class attendance, etc. Should there still be a
question contact departmental or campus Human Resources. [Income Protection Pro 3.b. in part]

i. Employee requests must be approved by the department in advance. [Income Protection Pro 3.b.i.]

ii. Departments are authorized to deny employees' requests when there is evidence of the following: [Income Protection Pro 3.b.ii in part]
   a. The absence would cause an undue hardship upon the university. [Income Protection Pro 3.b.ii in part]
   b. The reason for the request is inconsistent with section G.1.b of this policy. [Income Protection Pro 3.b.ii in part]

iii. 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.]

iv. Department heads will not deny the requests on the basis of undue hardship if an employee requests it at least 48 hours in advance, except when multiple employees request use of the time for the same day. [Income Protection Pro 3.b.iii.]

v. 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.iv.]

c. At Bloomington contact Worker's Compensation (855-9758) for information. At Northwest, contact the campus Human Resources office for information. Also see the Injury-on-the-Job policy. [Income Protection Pro 3.c.]

d. Selective Service physical: A maximum of eight hours may be used when orders require a physical exam. [Income Protection Pro 3.d.]

H. Conversion and terminal pay of accruals

1. Eligible employees may convert a portion of their sick time accruals to vacation time subject to the conditions and limitations contained in Policy 12.7, Vacation Time. [Income Protection Pro 5.a. in spirit] [Income Protection Pro 10.]

2. For information regarding terminal pay for sick time accruals, refer to Policy 13.4, Separation Pay. [Income Protection Pro 5.b. in spirit]
Vacation Time
CWA 12.7
Revised July 1, 2010

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Provisions
1. 100 percent FTE appointed employees earn vacation hours as outlined in Section B. below. These hours are earned when the employee is in pay status or absent with time off accrual. See the Time Off Accruals During Absences policy. Part-time appointed employees (50 percent or greater) earn a prorated amount according to their FTE. [Vacation Pol 2.]
2. Employees do not earn vacation time while on leave of absence, while absent without pay, or during a temporary reduction in force, except as provided in the Time Off Accruals During Absences policy. [Vacation Pol 2. In spirit]
3. Unused vacation hours accumulate from year to year. [Vacation Pol 4.]
4. As used in the schedule of earnings below, university service credit is defined in the Seniority Date/Service Credit policy. [Vacation Pol Note on chart following 4.]

B. Schedule of earnings [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 hrs. 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>Start of 30th year and beyond</td>
<td>8.92 hours</td>
<td>232 hours (29 days)</td>
</tr>
</tbody>
</table>

C. Eligibility
1. All appointed employees may use accumulated vacation time after receipt of their first paycheck. [Vacation Pro 1.a.]

D. Usage rules and requirements
1. All vacation must be approved in advance by the supervisor. The supervisor must approve or disapprove the request within three working days of the receipt of the request. Advance requests do not require a reason for the absence. [Vacation Pro 2.a.] [Vacation Pro 2.c in part]
   a. Employees who encounter a personal emergency who have unused vacation time, income protection time, and/or compensatory time may elect to charge time off for the personal emergency to any of these three categories of time. [Vacations Pro 6. In part]
      1. 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 Pol Personal Emergency 2.]
      2. The employee may be required to provide documentation on the nature and circumstances of the absence. [Attendance Absence and Personal Emergency Pol Personal Emergency 3.]
2. Supervisors will honor any vacation time requested six months or more in advance unless:  [Vacation Pro 3.a. in spirit]
   a. Excessive numbers of requests have been made for the same time period, (If this is the case refer to paragraph 3 below) or [Vacation Pro 3.b.ii.]
   b. 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. [Vacation Pro 2.b.] [Vacation Pro 3.b.i. in spirit]

3. Supervisors will honor time off requests previously approved for which an employee no longer has vacation accruals to cover when the reason for not having vacation accruals is due to the employee’s FMLA, as provided under Policy 12.2 FMLA, paragraph D.4.b. In this circumstance, the employee will not be subject to discipline for taking unpaid time off. For example: If an employee had previously scheduled all of his or her available vacation accruals and then suffers a health condition covered by FMLA, that employee’s vacation accruals will run concurrently with the employee’s FMLA. However, the supervisor shall still honor the previously approved time off even if the employee no longer has the accrued vacation time to cover the period. [Vacation Pro 3.c.]

4. If multiple employees within a department request the same vacation period, preference will be given according to occupational unit seniority. However, if a supervisor has given prior permission to a less senior employee for the same time period, the prior permission is honored. [Vacation Pro 2.e.]

5. 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.]

6. The maximum vacation hours that may be used annually 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 are as follows: [Vacation Pro 4. and chart]
   - 304 hours in years of service 0 through 13
   - 784 hours in years of service 14 and beyond.
     a. Part-time appointed employees (50 percent or greater) use a prorated amount according to their FTE.
     b. Vacation hours used during a Family Medical Leave of Absence (FMLA) entitlement do not count toward the maximum annual usage. [Vacation Pro 4.a.i.]

7. When an employee separates, pay will be received for unused vacation time up to specified limits. See the Separation Pay policy.

8. No employee may expect "extra pay" in lieu of vacation. [Vacation Pro 1.d.]

9. 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.]

E. Employee transfers to a different functional classification

1. In cases of transfer to another appointed staff position, an employee begins time off accrual usage and terminal pay plans, which go with the functional classification of the new job. See the time-off policies for the new position for the provisions related to the transfer of time-off accumulations. [Vacation Pro 9 & 10. In spirit]

2. When an employee transfers to an academic position he or she will receive terminal pay for accumulated paid time off in accordance with the Separation Pay policy. [Vacation Pro 11. In spirit]
F. Converting sick time to vacation
1. In March and September eligible employees will have the option of converting 80 hours of sick time (income protection) to 40 hours of vacation time. [Vacation Pro 5.a.]
2. To be eligible, employees must meet all of the following criteria:
   a. Must not have converted any income protection time to vacation time during the previous four years. [Vacation Pro 5.a.iv.]
   b. Have five hundred sixty (560) or more hours of accumulated sick (income protection) time as of the first full pay period in either March or September. [Vacation Pro 5.a.i.]
   c. Have at least ten (10) consecutive years in an appointed Support Staff position [Vacation Pro 5.a.ii.]
   d. Have an appointed Support Staff position and be in pay status at the time the application conversion is submitted and is implemented [Vacation Pro 5.a.iii.]
3. Conversion requests must be submitted in accordance with procedures and deadlines established by Financial Management Services (FMS)/Payroll. Requests that are submitted are irrevocable. [Vacation Pro 5.b.]
4. This section does not modify the terminal pay limitations as provided in the Separation Pay policy, nor the annual usage limitations provided in this vacation policy. [Vacation Pro 5.c.]
Time Off for Funerals/Bereavement
CWA 12.10
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Provision
1. An appointed employee will be granted up to three working days (24 hours for 100 percent FTE and prorated for part-time FTE of 50 percent or greater) with pay within one week from the date of death of the following relatives; however, if the funeral is held outside of the one week period, the employee may use any of the unused 24 hours of Funeral/Bereavement time to attend the funeral service. [Time Off for Funeral/Bereavement Pol 1 in spirit]
   a. Spouse, as defined by Indiana law, same sex domestic partner as qualified by the university's Affidavit of Domestic Partnership, child, grandchild [Time Off for Funeral/Bereavement Pol 1.a.-j.]
   b. Parent, sibling, grandparent, or in-law relatives, step relatives, and same sex domestic partner relatives of the same degree [Time Off for Funeral/Bereavement Pol 1.a.-j.]
   c. Other relative of whom the employee is the sole survivor [Time Off for Funeral/Bereavement Pol 1.k.]
2. The number of hours absent and charged to funeral/bereavement time should be reported on the payroll voucher. [Time Off for Funeral/Bereavement Pol 2.] [Time Off for Funeral/Bereavement Pro 1.]
3. When an employee is on an FMLA leave to care for a family member and the leave is terminated by the death of the family member, the employee will be granted the normal time off for funerals/bereavement as described above. [Time Off for Funeral/Bereavement Pol. 3.]

B. Additional time off
1. Additional time beyond the three days may be granted and charged to accrued vacation time, income protection time, compensatory time off, or taken without pay. [Time Off for Funeral/Bereavement Pro. 2.]
2. It is acceptable to use income protection time if an employee's health prevents him or her from working following the death of an immediate family member. [Time Off for Funeral/Bereavement Pro 3.]
   a. Such use is subject to the provision of the Income Protection Time policy. [Time Off for Funeral/Bereavement Pro 3.]
   b. The supervisor has authority to require a doctor's notice in this situation. [Time Off for Funeral/Bereavement Pro 5.]

C. Other relatives or close friends
1. 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. [Time Off for Funeral/Bereavement Pro 4.]
2. Employees must cover this time off by using vacation time, income protection time, or compensatory time off. [Time Off for Funeral/Bereavement Pro 4.a.]
a. 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/Bereavement Pro 4.b.]
Voluntary and Involuntary Separations

CWA 13.1
Revised July 12, 2013
Changes indicated in red font.

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Voluntary separation
1. Employees are expected to give an advance notice of at least two weeks when separating from university employment, including retirement. [Vol & Invol Separation Pol 2.a.]
   a. An employee may be required to take accrued vacation time during the notice period. [Vol & Invol Separation Pol 2.b.]
2. See the Separation Pay policy, for a description of pay benefits an employee receives. [Vol & Invol Separation Forms 1.]

B. Involuntary separation (termination)
1. Prior to making a decision about terminating an employee for just cause, the administrative authority considering the action will apply the steps contained in the Procedure section of the Corrective Action policy.
2. Final written notices of termination must be cleared with the campus Human Resources office before distribution to the employee. [Vol & Invol Separation Pol 3.a. in spirit]
3. An employee may be required to take accrued time off, compensatory time off, or time off without pay when the employee is provided notice of involuntary separation from the university or when the employee is removed from the workplace pending termination. [Vol & Invol Separation Pol 3.b.]
4. See the Separation Pay policy, for a description of pay benefits an employee receives. [Vol & Invol Separation Forms 1.]

C. Involuntary separations for non-disciplinary reasons
1. Employees may be separated from employment for non-disciplinary reasons, including but not limited to: [Vol & Invol Separation Pol 4.a.]
   a. can no longer meet the qualifications for performing the essential functions of the position and not an ADA covered situation. [Vol & Invol Separation Pol 4.a.i.]
   b. no reasonable accommodation has been found for an ADA covered situation; or [Vol & Invol Separation Pol 4.a.ii.]
c. loss of position under the **Reduction In Force** policy, [Vol & Invol Separation Pol 4.a.iv.]
d. other circumstances not covered in paragraph B. above. [Vol & Invol Separation Pol 4.a.v.]

2. Final written notices of termination must be cleared with the campus human resources office before distribution to the employee. [Vol & Invol Separation Pol 5.]

3. An employee involuntarily separated from the university for non-disciplinary reasons, such as a reduction in force or for medical reasons, may be required to use accrued time off, compensatory time off, or time off without pay during the notification period if: [Vol & Invol Separation Pro B.1.]
   a. Such action is necessary to address a legitimate job related work performance or behavior issue; and [Vol & Invol Separation Pro B.1.a.]
   b. is approved by the campus human resource office. [Vol & Invol Separation Pro Invol separations non-corrective 1.b.]

4. Employees may be re-assigned during this notice period. [Vol & Invol Separation Pro Invol separations non-corrective 2.]

5. See **Separation Pay**, for a description of pay benefits an employee receives. [Vol & Invol Separation Forms 1.]

### Procedure 13.1

**How to process a separation**

1. A separation notice within HRMS shall be initiated by the Department Head 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 & Invol Separation Pro How to process 1. in part]
   a. **For assistance in determining the action reason, see the document, "Termination/Separation Reasons."** [Vol & Invol Separation Pro How to process 1.a. in part]

2. 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 these events: [Vol & Invol Separation Pro How to process 3. And its subparts]
   a. an unpaid leave of absence for any reason
   b. a Family and Medical Leave of Absence with or without pay
c. an absence caused by an injury on the job
d. use of income protection time
e. removal from work pending a decision to separate for just cause
f. required use of vacation time during the notice period

3. 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 & Invol Separation Pro How to process 4.]

4. Indicate the number of accrued time-off hours for which the employee is eligible to receive terminal pay. Contact the campus Payroll office for assistance. [Vol & Invol Separation Pro How to process 5.]

5. Include the employee's permanent forwarding address. [Vol & Invol Separation Pro How to process 6.]

6. All terminal payout for accruals should be processed with the last regular payroll cycle. See the following exception. [Vol & Invol Separation Pro How to process 7.]
   a. An employee who has been involuntarily separated (termination or reduction in force) will have wages paid within three workdays upon request of the employee to a supervisor. [Vol & Invol Separation Pro How to process 7.a. in part]
      i. A special voucher must be sent to Payroll 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 & Invol Separation Pro How to process 7.a. in part]

7. Instruct the employee to contact the campus Human Resources office concerning the status and continuation of employee benefit plans. [Vol & Invol Separation Forms 2.]

8. The supervisor should ensure that the employee returns all university property (keys, uniforms, tools, records, books, etc.). [Vol & Invol Separation Pro How to process 9.]
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
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>
</tr>
</thead>
<tbody>
<tr>
<td>6 Months through 6 years</td>
<td>312</td>
</tr>
<tr>
<td>start of 7 through 13 years</td>
<td>352</td>
</tr>
<tr>
<td>start of 14 years</td>
<td>392</td>
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<tr>
<td>start of 30 years and beyond</td>
<td>872</td>
</tr>
</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](http://hr.iu.edu/policies/appointed/separation_pay.html). 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