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Filling Temporary Positions
Temporary 1.2
Effective: January 1, 2010
Last Updated: June 26, 2013
Responsible University Office: University Human Resource Services
Responsible University Administrator: Vice President & Chief Financial Officer
Policy Contact: University Human Resource Services

A. Scope
This policy applies to all Temporary positions at Indiana University.

B. Policy Statement

1. It is the policy of Indiana University that individuals shall be employed in Temporary positions when the need for the position is for less than 1,000 hours in a calendar year. [Addressed in Temporary Positions]

2. Individuals are permitted to be employed in Temporary positions if the need for the position is between 999 and 1,508 hours in a calendar year if the position has been established as Temporary with Retirement. [Addressed in Temporary Positions]

3. Departments have significant flexibility in selecting individuals to fill Temporary positions provided that the selection complies with the University’s Equal Opportunity/Affirmative Action policy. [Posting a Position Pro Posting a Temp 2.]

C. Procedures

1. Hiring departments are responsible for filling their Temporary positions.
   a. At the request of the hiring department, the campus human resources office will list Temporary positions. Contact the campus human resources office for the specific procedures. [Posting a Position Pro Posting a Temp 1.]
   b. At the request of the hiring department, the campus office responsible for student employment will list Temporary positions designated for students (Work Study and non-Work Study). [Posting a Position Pro Posting a Temp 2.]
c. The information needed to list the position with either human resources or student employment includes: [Posting a Position Pro Posting a Temp in spirit applies to the subsections]

1. Date of listing
2. Title of position being posted
3. Department/unit listing position
4. Contact person/supervisor and how they can be reached
5. Location/address
6. Phone number
7. If the vacancy is a Temporary position designated for students, indicate whether it is Work Study and/or Non-Work Study [Posting a Position Pro Posting a Temp 4. In spirit]
8. Summary of duties and required skills and qualifications
9. Hours per week and duration of the job
10. Total hours expected to be worked during the calendar year
11. Set or flexible hours
12. Rate of pay per hour

2. The rate of pay should be based on a competitive rate for the work that will be performed. [Posting a Position Pro Posting a Temp 2.]
   [Pay/Salary Setting Pro New Hires Pay/Salary Setting 9.]

3. Full-time (40 hours per week) Temporary positions that normally lead to a Staff position must be advertised in the same manner as Staff positions are advertised, before a commitment to employ is made. During the advertising period the job may be filled with temporary help. [Posting a Position Pro Posting a Temp 3. In spirit]

4. Procedures for filling Temporary positions
   a. All persons who apply for employment are given equal consideration regardless of their age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Selection & Filling Pol 1.]
b. Before filling any position, the department must follow the provisions for establishing Temporary positions in the “Temporary Positions” policy and obtain any campus-required approvals. [Selection & Filling Pro Pro for filling Temporary 1.]

c. All individuals seeking employment with Indiana University must complete a university-approved application form before they can be offered any position. This requirement also applies to existing employees who are seeking another position. An approved application may be a paper or electronic form. Check with the campus human resource office for specific application instructions and procedures. [Selection & Filling Pro Pro for filling Temporary 2.]

d. The hiring department will determine the process it will use to select among its applicants. This could include interviews and consideration of such factors as 1) experience, 2) past work performance, 3) job-related educational background, 4) ability and qualifications to perform the work, 5) attendance record, 6) availability, 7) reference checks, and 8) criminal background history (if any). Length of service is not a formally recognized factor in filling Temporary positions. [Selection & Filling Pro Pro for filling Temporary 3.]

5. Procedures for employing a minor or an IU student

a. See the Employment of Relatives, Students and Minors policy for the procedures to secure an employment certificate for a minor. [Selection & Filling Pro Pro for employing relatives, students, or minors 1.]

b. See the Employment of IU Students policy for the procedures to employ an Indiana University student. [Selection & Filling Pro Pro for employing relatives, students, or minors 2.]

6. Form I-9 and direct bank deposit requirements

a. Ensure that the selected candidate completes Form I-9 and the authorization form for direct bank deposit. [Selection & Filling Pro Other New Hire 1. in part in spirit] [Employment Eligibility Verification] [Selection & Filling Other New Hire 4. in part]
1. Form I-9 must be completed using the online procedures established by the University. This must be done in accordance with the Immigration Reform and Control Act of 1986 to verify that the person is entitled to work in this country. An employee must be stopped from working if either Section 1 or 2 is not completed within the time limits specified for the section. [Selection & Filling Pro Other New Hire 1. in part in spirit] [Employment Eligibility Verification]

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

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

4. 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 part in spirit] [Employment Eligibility Verification]

5. 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 part in spirit] [Employment Eligibility Verification]

D. Definitions
1. Temporary positions are defined as those employees not occupying a budgeted line position and are temporary, at-will employees. These positions are not eligible for such benefits as health care, life insurance, the IU tuition benefit, vacation, and other paid time off benefits. [Posting a Position Definitions 2.]

2. 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. [Posting a Position Definitions 1.]

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/Temporary/filling.html

G. Related Information
Establishing Staff Positions hr.iu.edu/policies/uwide/establishing.html
Temporary Positions hr.iu.edu/policies/Temporary/positions.html

H. History
This policy replaces the existing policy titled “Establishing, Advertising, and Filling Temporary Positions” last revised on February 2, 2009. The principle change is the removal of the section of the policy on Establishing a Temporary Position. That material has been revised and moved to a separate, new personnel policy titled “Temporary Positions.”

I. Additional Contacts
Temporary employment information
UHRS
812-855-2010
recben@iu.edu
Policy Interpretation
UHRS
812-856-6047
policy@iu.edu
Recruitment/Filling Positions
UHRS
Attendance and Reporting Absences
Temporary 3.1
Effective January 1, 2003
This policy applies to all Temporary employees.

A. Policy
1. All employees are expected to be at work when scheduled, and are personally responsible for reporting anticipated absences to their supervisor before they are scheduled to begin their workday. Regular attendance as established by the department is a condition of employment. [Attendance, Absences, and Personal Emergency Policy Attendance 1. in part]

2. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible as to the reason and expected time of return. [Attendance, Absences, and Personal Emergency Policy Personal emergency 2. in spirit]
   a. If the supervisor cannot be reached, the employee should follow the reporting procedure of the department. [Attendance, Absences, and Personal Emergency Policy Reporting 2.a.]

3. Unexcused absences, with or without notification, may be subject to disciplinary action up to and including termination. [Attendance, Absences, and Personal Emergency Policy Absences 2. in spirit] [Attendance, Absences, and Personal Emergency Policy Unexcused 1.]
Work Schedules, Hours, Uniforms
Temporary 4.1
Revised May 31, 2012
This policy applies to all Temporary employees.

A. Recordkeeping 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. [Work Schedules and Hours Pol Recordkeeping 2. in part]
   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. in part]
3. It is each department's responsibility to maintain a record of all hours worked and to submit the record to the campus Payroll office. [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 midnight on Saturday. [Alternative Work Schedules Pol 1.]
2. The basic full-time work schedule consists of 40 hours in each workweek. [Work Schedules and Hours Pol Work Schedules 1. in part]
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. Advance notification of a change in a Temporary employee's work schedule--or notification of a lack of work--is encouraged, although not required. Employees do not receive pay for cancelled work, and no payment other than the regular hourly rate is received for rescheduled workdays or starting times. [Work Schedules and Hours Pol Work Schedules 4.c.]

C. Rest periods
1. Efforts will be made to permit employees to take rest periods. Reasonable breaks are normally 15 minutes during each half day of work. [Work Schedules and Hours Pol Rest periods 1.]

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. in part]

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. [Work Schedules and Hours Pol Meal Breaks 4. 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. Off-campus work and travel time**

1. When departments require Temporary employees to perform a work assignment, attend class, etc., at a location away from the campus of their normal work assignment, they are eligible for pay for the time spent on the activity. [Work Schedules and Hours Pol Off-campus 1. in part]

2. **Lectures, Meetings and Training Programs.** Approved attendance at lectures, meetings, training programs and similar activities is work time if one or more of the following occur: attendance is during normal work hours, attendance is required by the university, the event is work related, or university work is performed. [Work Schedules and Hours Pol Off-campus 2. and its subparts]

3. **Conferences.** When attending a conference, once daily conference activities are completed daily and the employee's time is his/her own; the time is not work time. Time spent on meal breaks, sleeping, and attending voluntary social events presented as part of the conference is
not considered work time. [Work Schedules and Hours Pol Off-campus 1.h.]

4. **Travel Time.** The principles which apply in determining whether time spent in travel is work time depends upon the kind of travel involved.

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

   b. **Home to Work Travel:** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary commuting, which is not work time. [Work Schedules and Hours Pol Off-campus 1.i.]

   c. **Home to Work on a Special One-day Assignment in another City:** An employee who regularly works in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city in excess of the time the employee would normally spend commuting to the regular work site is work time. [Work Schedules and Hours Pol Off-campus 1.f.ii.]

   d. **Overnight Travel Away from Home Community:** The following provisions apply to travel time that keeps an employee away from home overnight:
      - Driving that the employee is required to perform is work time. [Work Schedules and Hours Pol Off-campus 1.d.]
      - Time when work is performed while traveling is work time. [Work Schedules and Hours Pol Off-campus 1.e.]
      - Travel time during normal work hours is work time. [Work Schedules and Hours Pol Off-campus 1.b.]
      - Travel time on a day off during hours that are normal work hours during the week is also work time. [Work Schedules and Hours Pol Off-campus 1.c.]
      - Travel time not covered above is not work time. [Work Schedules and Hours Pol Off-campus 1. In spirit]
      - A break in travel for meals is not work time. [Work Schedules and Hours Pol Off-campus 1.g.]
      - Time at the destination when the employee is free to come and go as he or she wishes is not work time. [Work Schedules and Hours Pol Off-campus 1.h.]

G. **Training and education**
1. Supervisors may require employees to attend certain programs or classes to acquire needed job-related training. The time in attendance is counted as time worked and the employee is paid. [Work Schedules and Hours Pol Off-campus 1. in part]
2. Time voluntarily attending programs or classes is not counted as time worked and is not paid. [Work Schedules and Hours Pol G.1. in spirit.]
Premium Pay
Temporary 4.3
Effective April 11, 2011
This policy applies to all Temporary employees.

A. Purpose
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 hourly rate. 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. [Premium Pay Policy Statement]

B. Introduction
This policy establishes the university's personnel policies on the following premium pay benefits for Temporary employees: shift differential and Sunday premium. [Premium Pay Reason for Policy]

C. Shift differential pay
1. Each campus 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 Temporary employees in the affected departments and the campus human resources office. In all cases: [Premium Pay Pro Temporary Staff Shift Diff 1.]
   a. Shift differentials are separate from the base wage for the covered positions. [Premium Pay Pro Temporary Staff Shift Diff 1.a.]
   b. 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 Temporary Staff Shift Diff 1.b.]

D. Sunday premium pay
1. Each campus will determine whether it will pay a premium for time worked on a Sunday and, if so, what the amount will be and what jobs will receive the premium payment. In all cases: [Premium Pay Pro Temporary Staff Sunday Premium 1.]
   a. Sunday premiums are separate from the base wage for the covered positions. [Premium Pay Pro Temporary Staff Sunday Premium 1.a.]
   b. The Sunday premium is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a Sunday premium. [Premium Pay Pro Temporary Staff Sunday Premium 1.b.]
Injury on-the-Job
Temporary 5.2
Effective January 1, 2003
This policy applies to all Temporary employees.

A. Policy
Temporary employees are covered under the state Workers' Compensation law for on the job injuries and are eligible to receive benefits under that law.

Procedure 5.2 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. [Injury on the Job Pol 1.]
2. Supervisors must report an injury on the Occupational Injury-Illness Report form within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time. The form can be obtained from Worker's Compensation. [Injury on the Job Pro Reporting 1.]
   a. Except at Bloomington and IUPUI, supervisors are to send the form to the campus human resources office. The campus human resources office must submit all reports to Worker's Compensation in Bloomington. [Injury on the Job Pro Reporting 3.a. as “campus specific treatment locations”.
   b. Supervisors on the Bloomington campus are to send the form directly to Worker's Compensation. If treatment is sought, the supervisor must also complete the Employer Authorization for Treatment form prior to or at the time treatment is sought. [Injury on the Job Pro Reporting 3.a. as “campus specific treatment locations”.
   c. Supervisors on the IUPUI campus are to send the Employer Authorization for Treatment form to Occupational Health Services. [Injury on the Job Pro Reporting 3.a. as “campus specific treatment locations”.
3. The university has the choice of the attending physician for treatment of on-the-job injuries. On the Bloomington and Indianapolis campuses, the employees follow the procedures for appointed employees and must go
to the designated health facilities for treatment of the injury. Employees on other campuses should follow the procedures established for their campus. [Injury on the Job Pro Reporting 3. in part]

a. An employee may not be entitled to Workers' Compensation benefits if she/he: [Injury on the Job Pro Reporting 4.]
   i. Does not seek medical treatment for an injury that results in lost time [Injury on the Job Pro Reporting 4.a.]
   ii. Seeks treatment from a source other than the designated medical care providers [Injury on the Job Pro Reporting 4.b.]

4. 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.]
   a. If the attending physician gives the employee work restrictions and the university can provide work within the restrictions, the employee is not entitled to receive the temporary total disability benefits of the state Workers' Compensation law. [Injury on the Job Pro Return 2.b.]

5. In cases where an employee is exposed to another person's tissue, blood, or fluid, the employee should contact the campus human resources office and the Biosafety Officer of the Biosafety Committee regarding the procedure to follow. [Injury on the Job Pro For accidents 1.c.]
   a. On all campuses, a copy of the Occupational Injury-Illness Report form is to be sent to the Biosafety Officer of the Biosafety Committee. [Injury on the Job Pro For accidents 1.d.]

6. 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.]

7. Worker's Compensation will determine if the employee is eligible for the lost wages benefit of Indiana's Workers' Compensation law. [Injury on the Job Pro State of Indiana 1.]

8. Questions regarding the amount of payment and claims procedures should be directed to Worker's Compensation. [Injury on the Job Pro State of Indiana 1.a.]
Adverse Weather Conditions
Temporary 5.5
Revised April 1, 2008
This policy applies to all Temporary employees.

A. Introduction
1. The university will generally not close because of adverse weather. It is the university's policy to operate at all times and employees are expected to report for duty unless notified otherwise. [Adverse Weather Policy 1. in spirit]
2. If adverse weather creates extreme travel hazards for a Temporary employee traveling to or from the workplace, the employee should make every effort to notify the departmental supervisor that he or she will not report to work. Such absences are without pay. [Adverse Weather Policy 3. in part]

B. Guidelines for when campus is closed
If adverse weather conditions are widespread and extremely severe, the provost or chancellor may close the campus. Local radio stations announce such a closure. Such absences are without pay for Temporary employees. [Adverse Weather Pro Missed work 1.]

C. Compensation for work performed when a campus is closed
1. There are some jobs which require employees to work when the campus is closed. Supervisors are to notify employees in advance which jobs are subject to this requirement. [Adverse Weather Pro Campus closure essential 1.]
2. Temporary employees who are required to work when the campus is closed due to adverse weather on their scheduled workday will receive pay for the hours worked plus additional pay at the rate of 1½ times the hourly rate. [Adverse Weather Pro Campus closure essential 6.]
A. Adverse or Unsafe Working Conditions

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. [Working Through Adverse Working Conditions Definitions 1.]

2. Adverse or unsafe conditions could affect a specific building or part of a building, an area of a campus, or an entire campus. [Working Through Adverse Working Conditions Definitions 2.]

B. Reassignment or release from work due to adverse or unsafe working conditions

1. 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. Such absences are without pay for Temporary employees. [Working Through Adverse Working Conditions Pro 1.a.]

2. 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. [Working Through Adverse Working Conditions Pro 1.b.]

3. 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. [Working Through Adverse Working Conditions Pro 1.c.]
4. 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. [Working Through Adverse Working Conditions Pro 1.d.]

C. Compensation for work performed when a campus is closed

1. If the situation is widespread and severe such that the entire campus is closed, Temporary employees who are required to work will receive their regular rate of pay plus time and one-half additional pay. [Working Through Adverse Working Conditions Pro 1.e.]
   a. Supervisors are to notify employees in advance which jobs are subject to this work requirement. [Working Through Adverse Working Conditions Pro 1.e.i.]
Voluntary and Involuntary Separations
Temporary 8.1
Revised October 14, 2008
Changes indicated in red font.
This policy applies to all Temporary employees.

A. Voluntary separation
Employees are encouraged to give an advance notice of at least two weeks when leaving the university.

B. Involuntary separation (termination)
1. No notice period is required when the university separates a Temporary employee from employment. Departments are encouraged to give an advance notice of at least two weeks when circumstances permit. If the separation is performance related, the administrative authority considering the action is encouraged to follow the guidelines contained in the Corrective Action policy. [Vol & Invol Separation Pro Invol separation corrective action 2.b.]

2. Terminations of a Temporary employee for any of the following situations should be reviewed with the campus Human Resources office before the termination:
   a. Policy Against Threatening or Violent Behavior in the Workplace
   b. Policy Against Sexual Harassment
   c. Falsification
   d. Misuse of university property, including the property of students, employees or visitors
   e. Misconduct or gross misconduct

3. A Temporary employee who has been returned to work under the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) may not be terminated except for cause for 180 days after his or her date of reemployment if the most recent period of uniformed service was less than 181 days or for one year after the date of reemployment if the most recent period of uniformed services was more than 180 days. [Vol & Invol Separation Pro Invol separation corrective action 1.a.]

C. Processing separations
1. If a Temporary employee has not worked for a department for six months, that department is to terminate the employee from its temporary jobs. [Vol & Invol Separation Pro How to process 2.a.]
2. If it is known or expected that a Temporary employee who has stopped working for a department will not return to work in that department within six months, the department is to terminate the Temporary employee immediately from its temporary jobs. [Vol & Invol Separation Pro How to process 2.b.]

3. The department head shall initiate a separation notice using the appropriate electronic document when the date of separation is determined. [Vol & Invol Separation Pro How to process 1. in spirit]

4. The day after the last day worked shall be reported as the effective date of the separation. [Vol & Invol Separation Pro How to process 3.]

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

6. **Final payment will be made on the next regular payday for the employee following the separation date.**

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