Indiana State University
University Pay Guidelines for March 25 – April 30, 2020
Revised April 3, 2020

Indiana State University remains open. Governor Holcomb on April 3, 2020, revised and extended his stay at home order. ISU will adhere to the Governor’s order and advises supervisors to allow University employees to work from home, through April 30, 2020. This applies to all staff other than those staff providing essential campus services – as determined by Vice Presidents and/or Cabinet Members.

Indiana State University is taking the following actions to comply during this time period:

- Exempt and Non-exempt staff are expected to work remotely where possible, assuming they have the necessary technology and tools to do so, including faculty. Employees will continue to receive regular pay for work done remotely. If you are sick for non-related COVID-19 reasons or on vacation during this time period, you should report the appropriate leave time.
- Work assignment changes may occur to adapt to University needs as determined by Vice Presidents and/or Cabinet Members. Supervisors are responsible for monitoring remote work by employees.
- Exempt and Non-exempt staff providing essential services who are required to be physically on campus (such as public safety officers, central heating plant operators, staff that must maintain, and clean University assets, etc.) will be expected to be on campus according their supervisor’s instructions. This is consistent with the Governor’s Executive Order. Vice Presidents and/or Cabinet Members are asked to make determinations of which employees are needed to perform on-campus essential services.
- Benefits-eligible positions that cannot work remotely or come to campus will continue to receive pay for their regularly scheduled hours from March 25 through April 30. If you are sick for non-related COVID-19 reasons or on vacation during this time period, you should report the appropriate leave time. Supervisors may call employees back to campus for essential services as needed.
- Essential temporary staff and student employees authorized to work during this period will be paid for hours worked.
- Effective April 1, 2020, Emergency FMLA and Emergency Paid Sick Leave is available to ISU employees who meet eligibility criteria based on the Families First Coronavirus Response Act (FFCRA). If you feel you qualify for this additional leave time, please contact Employee Benefits for further guidance.