

**Indiana State University**  
**University Pay Guidelines for March 25 – April 6, 2020**

**Effective March 24, 2020**

Indiana State University remains open. However, in accordance with an Executive Order 20-08 issued by Governor Holcomb on March 23, 2020, supervisors are asked to allow employees to work from home, if at all possible, other than those staff providing essential campus services – as determined by Vice Presidents and/or Cabinet Members - from March 25 through April 6.

As a result Indiana State University is taking the following actions to comply with Executive Order 20-08 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 6. If you are sick for non-related COVID-19 reasons or on vacation during this time period, you should report the appropriate leave time.
- Essential temporary staff and student employees authorized to work during this period will be paid for hours worked.

This guidance is to specifically address Executive Order 20-08. Further guidance regarding the recently enacted Families First Coronavirus Response Act effective beginning April 2, 2020 will be forthcoming.