

Indiana State University
University Pay Guidelines and Work Expectations for March 25 – May 15, 2020

Revised April 29, 2020

Indiana State University remains open. Governor Holcomb on April 20, 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 May 15, 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 to ensure that work is performed.
- Exempt and Non-exempt staff providing essential services who are required to be physically on campus have been identified by the Vice President or Cabinet Member. Designation as an essential service employee may change as institutional needs change, and such modification will be made by the Vice President or Cabinet Member and communicated to the employee by the supervisor. Essential on-campus service employees are expected to be on campus according to their supervisor's instructions. Supervisors may call an employee or employees back to campus for essential services.
- 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.
- If you are an essential on-campus service employee and are not eligible for leave under the Emergency FMLA and Emergency Paid Sick Leave Act or other leave provisions, you are expected to report to work as required. If you do not meet this expectation, you are required to take paid or unpaid leave. If you need further guidance, please contact Employee Benefits.
- Benefits-eligible employees who cannot work remotely and are not designated as an essential on-campus service employee will continue to receive pay for their regularly scheduled hours from March 25 through May 15. 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.