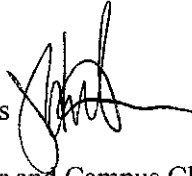


To: All Physical Plant Staff

From: Hank Hewetson, Asst VP for Facility Operations



Re: Reporting Expectations during Adverse Weather and Campus Closure

Date: December 10, 2014

As we move into another winter season, this memo is to clarify Physical Plant management's expectations for all staff during adverse weather and weather related campus closures.

ADVERSE WEATHER

During adverse weather all employees are expected to attempt to report to work. If you are unable to report to work, then you are expected to follow designated call-in guidelines already established for your division and provide an explanation. Staff should review the IU Adverse Weather Policy guidelines.

CAMPUS CLOSURE EVENT

When a campus closure event occurs, staff are expected to respond by their designated emergency response level:

1. **Level 1:** Staff with this designation are considered critical and essential to the operation and maintenance of campus and are expected to report to work even when campus is closed due to a weather related event. If you are unable to report to work, you are expected to follow designated call-in guidelines already established for your division.
2. **Level 2:** Staff with this designation do not have to report to work; however, if operational needs determine that additional staff are needed, management reserves the right to call you in. If called by management, you are expected to report to work. If you are unable to report to work, you are expected to follow designated call-in guidelines already established for your division.
3. **Level 3:** Staff with this designation do not have to report to work but may work remotely or come to work in brief visits; given their Supervisor's permission/direction. However, if operational needs determine that additional staff is needed, management reserves the right to call you in. If called by management, you are expected to report to work. If you are unable to report to work, you are expected to follow designated call-in guidelines already established for your division.
4. **No designation:** Staff who have not been designated as 'essential/critical' staff and do not have an Emergency Identification card should not report to work during a campus closure.

EMERGENCY ID BADGES

All PHYP staff, if designated as 'essential/critical' should have been issued an Emergency Identification badge that denotes your name, department and level of priority.

If your badge has expired please see Jamie Gayer or Bill Kersey in PHYP HR to receive a new one. Expired badges must be turned in to PHYP HR for appropriate disposal, do not throw them away.

Regardless of the expiration date on the badge, the expectation is still that you report to work if required to or asked by management.