

August 2010 Campus Flooding Frequently Asked Questions

Iowa State University Human Resources

Employees are encouraged to consider their own safety in terms of reporting to work. In doing so, it is important to communicate with his or her supervisor. Below is general information employees want to consider.

1. Where can I find the latest information about the campus flooding?

Iowa State University: <http://www.news.iastate.edu/news/2010/aug/flood>

2. Could the university close as a result of a campus flooding?

At this time the university is open. We will monitor water levels and federal and state guidance closely and will provide more information if circumstances take a serious turn for the worst.

3. Can employees work from home in order to continue operations?

Employees wanting to work from home should contact their supervisor and receive authorization before working from home. Managers have the right to approve or disapprove an employee's request. Working from home may not be applicable in all circumstances due to the nature of the job or the equipment required to work.

4. What types of leave are available during this time?

The following options are available depending upon the nature of the job responsibilities:

- Use accrued paid leave (vacation (annual) leave)
- Use compensatory time (does not apply to Faculty and P&S staff)
- Make up the work during the same workweek with supervisory approval
- Request to work a different schedule with supervisory approval
- Work from home with supervisory approval
- Request leave without pay

Normal leave policies will be applied until and unless a decision to change them for the emergency event is made by the proper authority and communicated to campus. Any changes to normal paid leave practices made by the proper authorities during an emergency event will be communicated to faculty, staff and students by the University.

5. What would happen to my pay if I have no vacation (annual) leave available and cannot come into work?

Unpaid leave may be requested and granted consistent with policies and/or the collective bargaining agreement for the respective employee group.

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6. My child's school/day care is closed due to local flooding. I have no other child care arrangements. Can I bring the child to work with me?

Bringing a child to work under these circumstances is not recommended or advisable—and in many work areas it may be prohibited. Decisions can be made on a case-by-case basis by the dean or department chair/director. Paid or unpaid leave may be available if you must stay home with your child. [Protection of Children in the Workplace Policy](#)

7. Can a manager or supervisor make a temporary change to job assignments so that the department/unit can continue the primary (essential) functions during this time?

Yes, the University has the right to temporarily reassign employees to work outside their usual classifications/responsibilities to the extent they are qualified and can safely perform the work. This includes employees with the necessary skills that are needed to work outside their colleges/divisions. Depending on the circumstances presented, the University will notify these employees that they are designated as performing essential functions and when and where they can report to work.

8. Can a supervisor make a temporary change to an assigned shift and/or assigned work schedule during this time?

Yes. The University has the right to temporarily adjust employees' work schedules to meet operational demands. This adjustment may be made on a case-by-case basis depending upon operational considerations.