Staff Handbook – Alabama Addendum

Editor's notes:

Title: Addendum to Carnegie Mellon's “Staff Handbook: A Human Resources Guide” for Staff Members based in Alabama.

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1. Alabama Addendum

This addendum applies to staff members employed by Carnegie Mellon in Alabama. Except as noted below, nothing in this Addendum modifies any of the policies set forth in the University Staff Handbook [pdf].

Neither the University Staff Handbook nor this Addendum constitutes a direct or implied contract of employment. Carnegie Mellon reserves the right to unilaterally change the terms of the Staff Handbook and this Addendum.

2. Time Off for Jury Duty

The following is added as paragraph three to Volume III, Article 14. Jury Duty

Any Alabama staff member not covered by the first paragraph of the Jury Duty policy in the University Staff Handbook may take unpaid leave for any days required for service on a jury in any court created by federal or state law. Under Alabama's jury duty leave law, all staff members must provide notice by showing the summons to their immediate supervisor on their next workday after its receipt.

Retaliation against a staff member who requests leave under this policy, or who serves or is summoned to serve as a juror, is strictly prohibited.

3. Time Off for Voting

Carnegie Mellon encourages staff members to vote before or after work. If an Alabama staff member is a registered voter and their work schedule does not allow them a sufficient amount of time outside of working hours to vote on Election Day, the university will grant up to one hour from work to vote in a local, county, state, or federal political primary or election for which they are both qualified and registered to vote on the date of the election. However, this leave to vote is not available if a staff member's work hours either start at least two hours after the polls open or end at least one hour before the polls close.

Staff members may be required to take voting time at the beginning or end of their workday. Staff members should give their supervisor reasonable notice, as far in advance as is possible, of the need for such leave

4. Time Off for Election Officials

Alabama staff members who have been appointed as election officials may take leave to perform the duties of the appointed position on the day of the election only. Staff members are required to provide the university with proper documentation of the appointment and the dates of the required service at least seven days before the expected leave date.

5. Leave for Crime Victims

The following replaces Volume III, Article 16. Leave for Victims and Witnesses

All Alabama staff members qualifying as crime victims may take leave from employment to either respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings. Staff members should give the university reasonable notice, as far in advance as is possible, of the need for such leave.

6. Volunteer Firefighter or Emergency Medical Provider Leave

A staff member who serves as a volunteer firefighter or volunteer providers of emergency medical services may arrive late to work or be absent from work in order to respond to an emergency occurring prior to the staff member's reporting time. Staff members must attempt to contact the university before missing work to notify the employer that the staff member has been dispatched to an emergency. The university can request the staff member to provide a statement from the fire department or emergency medical provider stating the time spent responding to an emergency call.

7. Workers' Compensation

The following replaces Volume III, Article 9. Workers' Compensation

All Alabama staff members are covered by Workers' Compensation insurance in the event of an injury or illness determined to be work related.

Staff members who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible staff member sustaining a covered injury to qualify for benefits, if applicable, as quickly as possible.

Additional detailed information is available at the Human Resources website.

8. Deadly Weapons

The following is added as paragraph two to Volume V, Article 10. Deadly Weapons

Staff members in Alabama may store a firearm for which they have a valid permit or are legally authorized to carry in a locked personal vehicle while parked in a Carnegie Mellon-owned parking area located in Alabama. The firearm must be hidden from plain view or locked within a case in the vehicle. Staff members may not transport or store any firearms in employer-owned or leased vehicles, even if the staff member has a valid permit or is legally authorized to carry a firearm. This provision does not apply to any Carnegie Mellon-owned parking area located outside of Alabama.