Staff Handbook — Colorado Addendum

Editor's notes:

Title: Addendum to Carnegie Mellon's "Staff Handbook: A Human Resources Guide" for staff members based in Colorado.

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1. Colorado Addendum

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

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. Affirmative Action

The following replaces Volume I Introduction, Article 2. Affirmative Action and Equal Employment Opportunity, Bullet Point 2

Carnegie Mellon is committed to prohibiting discrimination based upon a staff members' sex, race, color, religion, national origin, ancestry, disability, age, gender, marital status, sexual orientation, pregnancy, gender identity, genetic information, credit history, or any other characteristic protected by applicable law.

Colorado defines sexual orientation as “a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or an employer’s perception thereof.”

3. FMLA Eligibility and Leave Entitlement

The following is added to Volume III Compensation and Benefits, Article 10B. Family and Medical Leave

Eligible staff members are entitled to up to 12 work weeks of unpaid leave in a rolling 12-month period to care for their civil union and domestic partners with a serious health condition.

4. Lactation Support

The following is added as paragraph two to Volume II Employment Policies and Procedures, Article 19. Lactation Support

Nursing parents have the right to express breast milk at work in accordance with applicable federal, state, and local law. Staff members may use their paid meal break or rest break, or both, each day for this purpose for up to two years after the child’s birth. To the extent necessary, reasonable unpaid break time may also be used. Make sure your supervisor is notified, or if you would rather, contact a member of the Human Resources department. The university will accommodate staff members in a private and sanitary location, that is not a bathroom, and provide a refrigerator for milk storage. The university expressly prohibits discrimination, harassment, bullying, and retaliation against any staff member who requests to take time off to express breast milk while at work.

5. Jury Duty

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

Staff members are entitled to their regular pay — up to $50 per day — for the first three days of jury duty. Thereafter, the state pays jurors $50 a day for their service.

6. Voting Leave

Carnegie Mellon encourages staff members to vote before or after work. If a 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 two hours of paid leave to Colorado staff members in order to vote. Staff members may be required to take voting time at the beginning or end of their workday. Staff members must give their supervisor notice of their need for time off to vote prior to Election Day.