

# Staff Handbook—Florida Addendum

## Editor's notes:

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

In This Section

1. Florida Addendum	5. Affirmative Action and Equal Employment Opportunity
2. Jury Duty and Witness Leave	6. Workers' Compensation
3. Domestic Violence Leave	7. Deadly Weapons
4. Civil Air Patrol Leave	

## 1. Florida Addendum

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

Neither the 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. Jury Duty and Witness Leave

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

Any Florida staff member not covered by the first paragraph of the Jury Duty Policy in the base handbook may take a sufficient amount of unpaid leave when summoned to jury duty or subpoenaed as a witness to complete their service as a juror or witness.

## 3. Domestic Violence Leave

All Florida staff members who have worked for Carnegie Mellon for at least three months are eligible for this leave if they or a family or household member are the victim of

domestic violence or sexual violence. Staff members may obtain up to three workdays of leave within any 12-month period to:

- Seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence.
- Obtain medical care, mental health counseling, or both, for the staff member or a family or household member to address physical or psychological injuries resulting from domestic or sexual violence.
- Obtain services for domestic or sexual violence from a victim services organization.
- Secure the staff member's home from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator.
- Seek legal assistance to address domestic or sexual violence issues or to attend and prepare for court-related proceedings concerning domestic or sexual violence.

Staff members are required to use accrued leave for domestic violence situations. If an employee does not have sufficient leave hours to cover the event, the remaining leave will be unpaid.

Except in cases of imminent danger to the health or safety of the staff member or the family or household member, a staff member seeking leave from work under this section must give the university reasonable notice, as far in advance as possible, of the need for such leave by contacting [Leaves Management](#) within the Office of Human Resources. The university may require certification for this leave by requesting the staff member provide documentation of the domestic or sexual violence.

The university will keep information relating to the staff member's leave under this policy confidential and will not discriminate against an employee in any way for taking leave in accordance with this policy.

#### **4. Civil Air Patrol Leave**

Florida staff members who are Civil Air Patrol members are entitled to up to 15 days of unpaid leave annually to participate in a Civil Air Patrol training or mission.

#### **5. Affirmative Action and Equal Employment Opportunity**

*The following is added to Volume I, Article 2. Affirmative Action, bullet point 2*

Notwithstanding Carnegie Mellon's Affirmative Action and Equal Employment Opportunity policy in the base handbook, the university is also committed to prohibiting discrimination on the basis of marital status.

## **6. Workers' Compensation**

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

All Florida 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](#).

## **7. Deadly Weapons**

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

Staff members in Florida 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 Florida. 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 Florida.