Staff Handbook — Maryland Addendum

Editor's notes:

Title: Addendum to Carnegie Mellon's "Staff Handbook: A Human Resources Guide" for employees based in Maryland.

Updated: March 31, 2017

1. Maryland Addendum

This addendum applies to staff members employed by Carnegie Mellon in Maryland. 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

In addition to the characteristics listed in Volume I, Section 3

Carnegie Mellon is committed to prohibiting discrimination on the basis of gender identity, marital status, and refusal to submit to genetic testing or to make available the results of genetic testing.

3. Workers' Compensation

This section replaces Volume IV, Section 3

Under Maryland's Workers' Compensation law, Carnegie Mellon has made arrangements with a medical panel of health care providers to treat work-related injuries or illnesses. Concentra has been selected as Carnegie Mellon's panel of health care providers for work-related injuries and illnesses.

Any employee who sustains a work-related injury or illness should obtain medical treatment through Concentra by calling 412-621-5430. If your injury is severe,

transportation to a hospital emergency facility may be obtained by calling Lexington Park Police at 911.

You should notify your supervisor immediately of a work-related injury or illness so that the appropriate Injury/Illness Report and the Acknowledgement of Employee Rights forms can be completed. These reports are sent to Human Resources so that a claim, if needed, can be filed. Claims must be filed within ten calendar days of the injury.

If you are unable to return to work due to a work-related injury or illness, you should immediately notify both your supervisor and Human Resources.

Under the Maryland Workers' Compensation Act, any employee who is off work for fewer than four calendar days will not be paid disability for those days. If your disability lasts four through thirteen days, the disability will be paid for those days. If the disability is fourteen calendar days or more, you will be paid from the first day of disability until you return to work.

The amount of payment will depend on the wages you earned for the 52 weeks prior to the date of the injury and the rate schedule as issued by the Workers Compensation Division of the Department of Labor.

Additional detailed information is available on the Human Resources website.

4. Family and Medical Leave Eligibility

This section supplements Volume IV, Article 7

Carnegie Mellon complies with the Maryland Flexible Leave Act. Under the MFLA, employees may use any paid leave they have already accrued to care for an ill child, spouse, or parent. Employees who use MFLA leave must notify their supervisor as soon as they know they intend to use such leave.

5. Parental Leave

This section supplements Volume IV, Article 6

Pursuant to the Maryland Parental Leave Act, Carnegie Mellon provides eligible employees with up to six weeks of unpaid leave for the birth, adoption, or foster placement of a child. Employees are eligible for parental leave if, on the date this leave begins, they have worked for Carnegie Mellon for at least a 12-month period and 1,250 hours during the previous 12

months. Employees are not eligible if they work at a worksite where Carnegie Mellon has fewer than 15 employees and Carnegie Mellon has fewer than 15 employees total within 75 miles of that worksite. For more information, contact your Human Resources representative.

6. Family Military Leave

This section supplements Volume IV, Section 8D

Pursuant to the Maryland Deployment of Family Members in the Armed Services Act, eligible employees may take unpaid leave to be used on the day the employee's immediate family member is leaving for or returning from active military duty outside the U.S. as a member of the armed forces. An immediate family member under this statute is the employee's spouse, parent, stepparent, child, stepchild, or sibling.

Employees are eligible for family military leave if they have worked for Carnegie Mellon for the last 12 months, worked at least 1,250 hours during that period, and their immediate family member is leaving for or returning from active duty outside the United States as a member of the U.S. armed forces.

7. Civil Air Patrol Leave

This section supplements Volume IV, Section 8D

Carnegie Mellon provides 15 days of unpaid leave per calendar year to eligible employees who are authorized by the U.S. Air Force, Maryland's governor or Maryland local governments to respond to emergency missions conducted by the Maryland Civil Air Patrol. Employees who are taking military leave can't concurrently take Civil Air Patrol leave.

Employees are eligible for Civil Air Patrol leave if they have worked for Carnegie Mellon for at least 90 days, are volunteer members of the Maryland Civil Air Patrol, and are authorized to respond to emergency missions.

8. Jury Duty

This section replaces the last paragraph of Volume IV, Section 9

You should return to work as soon as possible following completion of service as a juror or witness, unless doing so would mean you return to work after 5 p.m. on the day of such

service or before 3 a.m. on the day following such service. In any event, you must return to work no later than the next regularly scheduled day of work.