Staff Handbook – Ohio Addendum

Editor's notes:

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

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1. Ohio Addendum

This addendum applies to staff members employed by Carnegie Mellon in Ohio. 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. Pregnancy Leave

The following is added as paragraph two to Volume II. Employment Policies and Procedures, Article 20. Pregnancy Support and Accommodations

Notwithstanding Carnegie Mellon's Pregnancy Support and Accommodations policy [pdf] in the base handbook, Carnegie Mellon provides unpaid leave for Ohio staff members due to their pregnancy, childbirth, or related medical conditions for a reasonable duration based on an employee's individual circumstances. Pregnant staff members seeking to take pregnancy leave under this policy should contact Leaves Management within the Office of Human Resources and make their request in writing with at least 30 days' advance notice (or as soon as practicable).

Pregnant staff members seeking to take pregnancy leave under this policy should maintain contact with Human Resources about their expected date of returning to work. With appropriate notice and return within a reasonable time, the pregnant staff member will be

reinstated to either their original position or a position of comparable status and pay to the extent required by applicable law. Pregnant staff members who take pregnancy leave under this policy will not be penalized for taking such leave and will receive benefits on the same terms and conditions as applied to other employees with temporary disabling conditions on temporary leaves of absence.

3. Time Off for Voting

Carnegie Mellon encourages staff members to vote before or after work. If an Ohio 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 a reasonable amount of time to vote on election day or serve as an election official on any registration or election day. Non-exempt staff members will not be paid for the excused time off pursuant to this policy. Exempt staff members will be paid for any time off pursuant to this policy so long as the staff member performs some work within that week. Staff members may but shall not be required to use PTO (to the extent eligible) for any leave of absence or time off pursuant to this section.

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. Military Family Leave

Ohio staff members who have worked for Carnegie Mellon for at least 12 consecutive months and who have worked at least 1,250 hours during the preceding 12 months may be eligible to take the lesser of 10 days or 80 hours of unpaid military family leave once per calendar year subject to the following requirements. A staff member is entitled to such leave under this policy only if the staff member has no other leave available for use, excluding sick leave or disability leave. To the extent the staff member also is eligible for leave under Carnegie Mellon's Staff Leave of Absence policy [pdf], such leave will run concurrently with leave under this policy. Staff members may, but are not required, to use PTO (to the extent eligible) for any leave of absence or time off pursuant to this section.

The staff member must be the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is either (i) called into active duty in the uniformed services for a period longer than 30 days, or (ii) is injured, wounded, or hospitalized while serving on active duty in the uniformed services.

If taking leave due to being called into qualifying active duty, the staff member must give Carnegie Mellon 14 days' prior notice to be eligible for such leave. Additionally, such leave must be taken within two weeks prior to or one week after the deployment date of the

employee's spouse, child, or ward or former ward. If taking leave due to qualifying injury or hospitalization, the staff member must give Carnegie Mellon at least two days' prior notice or as soon as practicable given the circumstances. Carnegie Mellon may require that the staff member provide certification from the appropriate military authority to verify that the staff member satisfies the requirements of leave under this policy.

To the extent the staff member participates in any group benefit plans, the staff member will continue to be eligible to receive such benefits provided that the staff member will be responsible for the same proportion of cost that the staff member regularly pays during periods of time when not on leave.

Upon the completion of leave under this policy, staff members are entitled to be restored to the same or an equivalent position with like seniority, pay, benefits and other terms and conditions of employment.

5. Deadly Weapons

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

Staff members in Ohio 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 Ohio. 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 Ohio.

6. Emergency Responder Absence

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. The staff member should make every effort to notify their supervisor that they will arrive late to work or be absent from work due to the staff member's dispatch to an emergency. For purposes of this policy, responding to an emergency includes going to, attending to, or coming from a fire, hazardous or toxic materials spill and cleanup, medical emergency or other situation that poses an imminent threat of loss of life or property to which the fire department or provider of emergency medical services has been or later could be dispatched.

The staff member must submit advance written documentation to the university from the chief of the volunteer fire department, or the medical director or chief administrator of the

cooperating physician advisory board of the emergency medical organization, confirming their status as a volunteer firefighter or volunteer provider of emergency services.