Staff Handbook — Texas Addendum

Editor's notes:

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

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1. Texas Addendum

This addendum applies to staff members employed by Carnegie Mellon in Texas. 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, Article 5, Bullet Point 2. Affirmative Action

Carnegie Mellon is committed to prohibiting discrimination based upon a staff members' race, color, religion, gender, sexual orientation, age, national or ethnic origin, ancestry, veteran status, disability, genetic information, gender identity, gender expression, transgender status, HIV/AIDS, or any other characteristic protected by applicable law.

3. Emergency Closings

The following is added as paragraph three to Volume II, Article 2E. Emergency Closings

Notwithstanding the foregoing, Carnegie Mellon will not discharge or in any other manner discriminate against an employee who leaves work to participate in a general public evacuation ordered under an emergency evacuation order.

4. Involuntary Terminations

The following replaces Volume II, Article 3K, Section "Involuntary Termination." Termination of Employment

Involuntary Termination: Employment with the university is at-will. Sections L through M in the Staff Handbook detail some examples of conduct and reasons that may lead to involuntary termination. These sections, however, in no way alter or eliminate the at-will status of your employment relationship with Carnegie Mellon (see Staff Handbook Volume II, Article 3A).

5. Workers' Compensation

The following replaces Volume IV, Article 3. Workers' Compensation

All Texas 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 employee sustaining a covered injury to qualify for benefits, if applicable, as quickly as possible.

Additional detailed information is available on the Human Resources website.

6. Military Leave

The following is added to Volume IV, Article 8. Military Leave

Employees may also take leave for service in the military forces of Texas, or any other state.

7. Jury Duty

The following replaces Volume IV, Article 9. Jury Duty

The university provides jury duty leaves of absence for regular, full-time and part-time staff members (but not temporary, full-time or part-time staff members) who are called to serve as jurors or as subpoenaed witnesses. For regular, full-time staff members only, a jury duty

leave of absence is a leave of absence with pay. Participation in the benefit plans in which you are enrolled and your eligibility for tuition benefits continue during the jury duty leave.

The request for jury duty leave should be made to your supervisor as soon as you receive a court notice for the jury duty or a subpoena for service as a witness. Except in unusual circumstances, it is the policy of the university not to seek postponement or cancellation of an employee's service as a juror. You may remain on jury duty leave of absence for the duration of service as juror or witness, as required by the court or by the subpoena.

You should return to work as soon as possible following completion of service as a juror or witness, but no later than on the next regularly scheduled day of work.

8. Voting Leave

The following is added to Volume IV, as Article 12. 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 Texas staff members in order to vote. Staff members may be required to take voting time at the beginning or end of their workday. Time off for Election Day must be coordinated with the staff member's supervisor.