Staff Handbook—Utah Addendum

Editor's notes:

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

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1. Utah Addendum

This addendum applies to staff members employed by Carnegie Mellon in Utah. 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. 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 childbirth, pregnancy-related conditions, and gender identity.

3. Final Wage Payment Following Involuntary Termination or Layoff

The university will pay a Utah staff member who is involuntarily terminated or laid off all wages due (including unused PTO) within 24 hours of separation.

4. Paid Time Off

When a staff member terminates full-time employment with Carnegie Mellon, in most cases he or she will be paid for earned but unused PTO days, up to a maximum of the annual entitlement for that employment year. If at termination the PTO days taken by the Utah staff member exceed the number of PTO days earned, including carryover PTO days, payment for the unearned days will be deducted from the staff member's final paycheck, in accordance with the agreement the Utah staff member signed at the beginning of their employment with the university.

5. Workers' Compensation

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

All Utah 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.

6. Jury Duty Leave

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

Any Utah staff member not covered by the first paragraph of the Jury Duty policy in the base handbook may take unpaid leave necessary to: (1) respond to a jury summons; (2) participate in the jury selection process; or (3) serve on a jury.

7. Subpoena Leave

Utah Staff members may take leave from their employment for the necessary time to attend a deposition or hearing in response to a subpoena.

8. Voting Leave

Carnegie Mellon encourages staff members to vote before or after work. If a staff member's work schedule does not provide for three or more consecutive off-duty hours while polls are open in which to vote, the university will grant up to two hours of paid leave to Utah staff members to vote.

Staff members may be required to take voting time at the beginning or end of their scheduled workday. Staff members should give their supervisor reasonable notice, as far in advance as is possible, of the need for such leave.

9. Military Leave

The following is added as paragraph three to Volume III, Article 12B. Military Leave

Notwithstanding the Military Leave of Absence policy in the base handbook, Utah staff members returning from military service or from hospitalization related to military service are entitled to the same benefits as if the staff member had not taken leave, including the same seniority, status, pay, and vacation. Under Utah's Military Leave law, staff members are entitled to leave for up to five years while in military service.

10. Deadly Weapons

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

Staff members in Utah 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 Utah. 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 Utah.

11. 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.

The university may request a written statement from the supervisor or acting supervisor of the staff member in the course of performing duties as an emergency services volunteer stating the time and date of the employee's service.