New Hire Orientation
Welcome
Mission Possible: Our History
November 1900:
My Heart is in the Work
Our Leadership

Board of Trustees
James E. Rohr, Chair

President
Farnam Jahanian

Provost
James Garrett
Mission Possible: What’s Your Mission?
Mission Possible

Carnegie Mellon University’s Mission Statement

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally and globally — by engaging with partners outside the traditional borders of the university campus.
Mission Possible

• What has meaning to you?

• Where do you see yourself having an impact?
Mission Possible: Who Are We?
Very High Research Activity
Energy
Global
Some CMU Traditions

Spring Carnival and Buggy

The Fence

All things Scottish
Six-Month Provisional Period

Carnegie Mellon University

Staff Provisional Period Review Form

<table>
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<th>Employee Name:</th>
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<td>Supervisor Name:</td>
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With FocusU you can ...

- Register for instructor-led courses facilitated by the Office of Human Resources or our learning partners including SPARCS, Finance Division and Marketing & Communications
- Build a Learning Portfolio to track your learning goals and professional development activities
- Explore online learning resources, including courses, videos and job aids that cover a variety of topics
- Access Books 24/7 to search for specific books or browse by topic
- Complete required training, such as the Preventing Workplace Harassment online course
- Download the Skillsoft Learning App to access tens of thousands of videos, courses, books, audio books and summaries
Additional Advantages
Carnegie Mellon ID Card
Campus Benefits
Advantages and Discounts

Banking Services
Transportation
Real Estate Services
Retail Savings
Culture, Sports and Entertainment
Wireless Communication
Current Chair
Bryan Koval
Residential Education

Vice Chair
Jason Wagner
MBA Student Services

Past Chair
Jessica Owens
Academic Development
Our Mission

The chief purpose of Staff Council is to examine matters related to all staff and to formulate recommendations to the university administration regarding staff concerns. Staff Council representatives provide advocacy on behalf of all staff members and contribute to the vibrancy and well-being of the entire Carnegie Mellon community.
Who We Are

• 60 Elected Representatives
  • 30 At-Large Representatives
  • 30 Divisional Representatives
  • +1 Silicon Valley Representative
• Serve alternating 2-year terms
• Diversity
  37 women (62%)
  13 minority (22%)
Who We Represent

4,157

Academic
Administrative
Professional
Technical

STAFF

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<tr>
<th>DIVISION</th>
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Total Staff as of Fall 2017 4,157
Our Committees

1. Benefits*
2. Communications*
3. Food Drive*
4. Governance, Elections, and Membership
5. Kennywood and Entertainment Discounts*
6. Relations and Grievance Advisory Committee
7. Rewards and Recognition
8. Sustainability*
9. Take Our Daughters and Sons to Work Day*
10. Wellness*

*Open to all staff
Our Events

Andy Awards
Benefits Open Forum
Benefits and Fitness Fair
CMU Community Picnic
CMU Kennywood Day
Fitness Center Tours
Food Drive
National Nutrition Month Event(s)
Presidents Open Forum
Staff Ice Cream Social
Take Our Daughters and Sons to Work Day
Tuition Benefits Open Forum
Our Reach

Dining Services Advisory Committee
Faculty Senate
Green Practices Committee
Parking and Transportation Advisory Committee
Public Art Committee
Universal Access Committee
University Disciplinary Committee
University Student Affairs Council
About Us

General Body Meetings occur on the third Thursday of every month from noon to 1 p.m. with lunch and networking from 11:30 a.m. to noon. All staff are invited.

For the most up-to-date information, visit www.cmu.edu/staff-council
Fitness Center

Hours:
Monday through Friday 6 a.m. – 12 a.m.
Saturday and Sunday 9 a.m. – 12 a.m.
Mindfulness Room

Meditation on Thursday at 6 p.m.

Located on ground floor of West Wing

Paws to Relax

Wednesdays from 7 p.m. – 8 p.m.
Tepper Fitness Center

Open to all current students, faculty and staff with a valid CMU ID.

Hours:
Monday through Friday: 7 a.m. – 10 p.m.
Saturday and Sunday: 9 a.m. – 6 p.m.
Carnegie Mellon University

Marketing & Communications
Marketing & Communications

4721 Fifth Avenue

- Media Relations
- Internal Communications
- Social Media
- Web & Creative
- Photography & Video
- Visitor Experience

Read about our teams and services at www.cmu.edu/marcom/about
Coulter Welcome Center

Kim Bittner, Coulter Welcome Center Manager

Located 1st floor of the Tepper Building

Open M-F 9 am – 5 pm

Serves prospective graduate, undergraduate students, alumni, corporate visitors, prospective employees

[Link: cmu.edu/visit/welcome-center.html]
Undergraduate Admission Campus Tours

Monday – Friday
9:30 a.m., 11:30 a.m., 1:30 p.m. and 3:30 p.m.

- The registration for campus tours is mandatory. Register at admission.office.
- Visitors are accommodated for tours that are not at capacity.
- Tours depart from the David & Suzy Coster Welcome Center. Reservations needed in registration confirmation.
How you can use the Coulter Welcome Center

• Source for information/questions about CMU and Pittsburgh
• Specialized tours (Tepper Building, employee tour)
• Meeting location for guests
• Event space after hours
• Nominate students as future ambassadors

Contact us

• welcomecenter@andrew.cmu.edu
• 412-268-6109
We work to build community among faculty & staff by keeping you informed of news and events happening at CMU.

We keep you posted with “news you can use.”
Read The Piper

- Delivered via email every Thursday morning to more than 6,000 faculty and staff
- Features top three news stories of the week, announcements, staff spotlight, calendar highlights, personal achievements and fun facts about CMU’s distinctive history and culture
- Keeps you informed, helps you to plan ahead, and may even save you money!
School of Computer Science Names New Dean

Martial Hebert, a leading researcher in computer vision and robotics, has been named dean of Carnegie Mellon’s world-renowned School of Computer Science.

Events

- Date: [Date]
- Event Name or Title: [Title]
- Longer Title: [Expanded Title]

Personal Mentions

- Elizabeth Wayne is joining the faculty this fall as an assistant professor of chemical engineering and biomedical engineering.
- Vivian Lohtness will receive the Legacy Award from Pittsburgh’s Green Building Alliance at its Emerald Evening Gala on Sept. 12.
- Ariel Procella has been awarded the [Award Name] for his/her [Achievement].

Staff Spotlight

- Megan Worbs makes it her business to help create inclusive environments.
Our Staff Spotlights highlight the many people at CMU whose hearts are in the work. Read about them at [www.cmu.edu/piper/news/staff-spotlights](http://www.cmu.edu/piper/news/staff-spotlights)
More places to find news:

- Bookmark CMU’s homepage
- Read CMU’s news website
- Browse events calendar online
- Social Media
For CMU brand guidelines and downloads, visit [www.cmu.edu/brand](http://www.cmu.edu/brand)
Have news to share? ...
Who Are We?

The departments within Facilities Management & Campus Services offer the following services:

**Facilities Management** — maintenance and repair, event support, custodial services, access control, grounds and landscaping, life safety systems, FMS storeroom

**Campus Services** — includes university stores, copy centers, printing, post office, and parking and transportation

**Sustainability** — extensive recycling and green practices
Facilities Management Services

Who is My Facility Coordinator?
https://www.cmu.edu/fms/documents/FacilityCoordinatorList.html

Service Requests - https://www.cmu.edu/fms/service%20requests/index.html

Fun Facts:
- We process more than 70,000 work orders this year
- Our paperless work order system avoids a 50 foot high stack of paper
- Someone from Facilities Operations is on campus 24/7/365
- More than 250 people make up the facilities operations team

Contact Information
412-268-2910
Fixit@Andrew.cmu.edu
Cleanit@Andrew.cmu.edu
Parking & Transportation Services

The Parking & Transportation office is located in the East Campus Garage, directly across from the Forbes Avenue garage entrance.

The office is open Monday - Friday, 8:00AM - 4:30PM. Parking does an onboarding session with HR every Monday.

Contact Information
412-268-2052
parking@andrew.cmu.edu
CMU Postal Services

The Carnegie Mellon University Postal Services is conveniently located on the lower level of the Cohon University Center.

The Post Office is open to everyone and offers many of the services found at a traditional USPS Post Office.

Correctly Addressing Campus Mail

Employee Name
Department Name
Building Name and Room Number

To learn more about what services are offered, visit https://www.cmu.edu/postoffice/index.html.

Contact Information
412-268-2927
post-office@andrew.cmu.edu
Tartan Ink

Printing
- Post cards, letterhead, envelopes, full bleed flyers, and resumes
- Black/white and color, single- and double-sided copying, assorted colored and textured papers, cover stocks, specialty papers such as gloss paper, resume quality paper, etc.
- Large format printing including posters and banners

Convenience Copier Program
- Lease or buy departmental copiers and printers
- On campus technician to troubleshoot and repair units

Copyright
- Obtain permission to use copyrighted works

Shipping
- UPS shipping at our CUC location
- Bulk mailings (over 250 pieces)

Locations: Tartan Ink – CUC LL83
Copy Center – Tepper 1214
Production Center – Hall of Arts A18

Contact Information
412-268-4828
tartanink@andrew.cmu.edu
University Store

Technology — In-stock computers available from Apple and Dell with an educational discount, and accessories: monitors, cables, adapters, keyboards, mice, and headphones.

CMU Gifts & Apparel — Bulk department orders get a discount from retail pricing.

Art Store — Array of art products and custom framing services available for pieces at work or personal pieces.

Course Materials — Requests for course materials can be sent to books@andrew.cmu.edu.

Regalia — Commencement regalia can be purchased for bachelors, masters, and doctorate degree levels.

Contact Information
412-268-1032
cmu-bookstore@Andrew.cmu.edu

Be sure to sign up for our Scotty Rewards Program and earn 5% back on most purchases at the stores, get first notification about store events and earn special members only discounts!
Sustainability

Get Involved! At Carnegie Mellon there are many ways to get involved with campus sustainability projects or to start your own green initiative!

Visit https://www.cmu.edu/environment/index.html to learn more about recycling & waste management, how to become a part of the Scotty Goes Green Certification Program, and other ways you can help!

Contact Information
Barb Kviz
Environment Coordinator, FMS
Co-Chair of the Green Practices Committee
bk11@andrew.cmu.edu
412-268-7858
FMCS Service Request Line – 8-2910

We’re here to provide the help you need when you need it most!

The FMCS Service Response Center’s phone line is answered 24 hours, 7 days a week by a live person!

For more information about the products and services Facilities Management and Campus Services can provide, visit our website at https://www.cmu.edu/fmcs/.

For questions regarding FMCS or this presentation, email Shannon Wetzel at swetzel@andrew.cmu.edu.
PA Act 153 and the Policy on the Protection of Children
Law and Policy

PA Act 153

• Passed in 2014 and amended in 2015; expanded the background certification requirements to include employees of higher education institutions interacting with minors

• Established the following criminal background certification requirements for all individuals who interact with minors as part of their job or for a university program or activity:
  • Pennsylvania Access to Criminal History (PATCH)
  • Pennsylvania Child Abuse History (PACA)
  • Federal Criminal History Check (FBI fingerprint)
Law and Policy

CMU Policy on the Protection of Children

• Established program registration, background certification and mandatory reporting requirements for the CMU community
• Established Child Protection Operations as the entity responsible for evaluation and administration of these requirements
Resources for Employees

Program Registration

• Does my program have to register? How?
• childpro@andrew.cmu.edu

Act 153 Background Certifications

• Do I need to obtain these certifications? How?
• act153@andrew.cmu.edu

Mandatory Reporting

• Who are mandatory reporters?
• childpro@andrew.cmu.edu
Carnegie Mellon University

Disability Resources
Disability Resources

Carnegie Mellon makes great efforts to provide physical, digital and programmatic campus access to everyone. We:

• provide accommodations and services that strive for an inclusive community;
• endorse physical, digital and programmatic access to all events and information in the Carnegie Mellon University community;
• ensure that qualified individuals receive reasonable accommodations and the rights and protections to equal access programs and services as guaranteed by the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.
Definition of a Disability

Individuals who:

• have a physical or mental impairment that substantially limits one or more major life functions;

• have a record of a physical or mental impairment that substantially limits one or more major life activities; and

• are regarded as having such an impairment; whether they have the impairment or not
Overview of Services and Programs

• Academic and housing accommodations for students
• Accommodations for visitors with disabilities
• Physical Accessibility
  • Programmatic accessibility
  • Digital/information accessibility
• Assistance evacuating in emergency
Digital Accessibility Recent Case

Complaint filed with the Office of Civil Rights (OCR) regarding accessibility of:

- Free content on UC Berkeley’s YouTube and iTunes U channels
- Massively Open Online Courses (MOOCs) provided through edX learning.

OCR deemed the content inaccessible due to:

- A total or partial lack of captioning on videos
- Automatically generated captions on were inaccurate and/or incomplete
- Content inaccessible to individuals with vision impairments (e.g., inaccessible documents, links to inaccessible websites, lack of keyboard access/navigation)

OCR found Berkeley in violation of the ADA — August 30, 2016

- Ordered to comply with ADA and conform to WCAG 2.0 AA; revise and enforce digital access policies; pay compensatory damages to aggrieved parties.

Berkeley Response — March 6, 2017

- Due to cost of compliance, Berkeley decided to remove the vast majority of its MOOC content and educational offerings on YouTube and iTunes U.
Common Accommodations for Students

- Testing accommodations
- Notetaking support
- Materials in large print, braille, or electronic format
- Assistive technology evaluation and training
- Disability-specific coaching
- All accommodations individualized and determined on case-by-case basis
For Faculty and Staff with Disabilities

- HR’s Equal Opportunity Services coordinates accommodations for faculty and staff.
- Disability Resources provides consultation as needed.
- Contact La Dawn Robinson at employeeaccess@andrew.cmu.edu.
What Can You Do?

• If you see something, say something.
• Learn about digital accessibility
• Build accessibility into everything you do and create.
• Call on Disability Resources for help.
Digital Accessibility Webinars on FocusU


Contact Information

Catherine Getchell, Director
Office of Disability Resources
5136 Margaret Morrison Street
412-268-6121
getchell@cmu.edu
www.cmu.edu/disability-resources/
Carnegie Mellon University

Human Resources

Equal Opportunity Services
The Strategic Plan Foundation

- Individual Experience
- University Community
- Societal Impact

- The Individual Experience
- The University Community
- Societal Impact
Strategic Plan: Our Values

**Dedication**, reflected in our distinctive work ethic and in our commitment to excellence

**Impact**, reflected in our commitment to address critical issues facing society regionally, nationally, and globally

**Collaboration**, reflected in our interdisciplinary approach, our focus on internal and external partnerships, and our capacity to create new fields of inquiry

**Creativity**, reflected in our openness to new ideas and forms of expression, intellectual curiosity, willingness to take risks, and entrepreneurial spirit

**Empathy and compassion**, reflected in our focus on improving the human condition and on the personal development of the members of our community

**Inclusion**, reflected in a culture and climate that seeks, welcomes, and advances talented minds from diverse backgrounds

**Integrity**, reflected in our adherence to the highest ethical standards in personal and professional behavior, and in our commitment to transparency and accountability in governance and everything we do

**Sustainability**, reflected in our shared commitment to lead by example in preserving and protecting our natural resources, and in our approach to responsible financial planning
Strategic Plan: Individual Experience

Professional Development for Staff

*Strategic Recommendation: Focus on professional development opportunities for staff.*

The university’s staff is critical to the advancement of our education, research, and service missions. Staff members have substantive support needs, and require an environment that allows for and encourages professional and personal fulfillment.
Strategic Plan: University Community

Collaborative Culture and Climate

*Strategic Recommendation: Foster a climate for intentional interaction and collaboration between individuals and groups from diverse cultures and backgrounds.*

Reinforce throughout the community a fundamental personal respect for all individuals, underscored by civility, active engagement, transparency and support.

Engage community members in ongoing and meaningful intergroup dialogues to engender global understanding and perspectives; identify opportunities to better integrate U.S. and international students ...
Strategic Plan: Societal Impact

Best Practices in Diversity

*Strategic Recommendation: Support diversity and inclusion initiatives with appropriate resources and advance best practices in recruiting from diverse populations.*

As CMU strives to recruit outstanding faculty, students and staff, it must continue to set a tone at all levels of leadership that stresses the critical importance of diversity, and hold university leaders and community members accountable for progress.
Who We Are

The university is subject to numerous laws and regulations that govern the various activities of the university as an employer, government contractor and institution of higher education.

EOS is responsible for the implementation of EEO policies and has administrative, monitoring and investigation responsibilities.

Ensures that the individuals who make or recommend employment and other personnel decisions are fully aware of, and comply with, these policies.
Statement of Assurance

No discrimination on the basis of:

• Race, Color, National Origin
• Sex
• Handicap or Disability
• Age
• Sexual Orientation or Gender Identity
• Religion or Creed
• Ancestry
• Belief
• Veteran Status
• Genetic Information
Compliance — Reporting and Process

**Reporting**

- Affirmative Action Planning
- Vets100A Annual Reporting
- State Reporting (STD-21B)
- Routine sign-off on compliance certifications for grants and awards

**Process Review**

- Employment Activity Process Flows
- Daily Job Audits
- New Hire Monitoring and Audit
- Campus Communication
- Employment Law Posting
- Self-Identification
Creating Diversity in the Work Place

**Equal Employment:**
Treating everyone the same

**Affirmative Action:**
Increases the numbers and success of underrepresented applicants

**Valuing Diversity:**
Creating an inclusive, multicultural environment
Stages of Diversity Development

**Reactive**
Equal Employment Opportunity
Getting people IN

**Proactive**
Affirmative Action
Bringing people UP

**Redefining**
Diversity
Getting people included

**Transformed**
Mutualism
- Impossible without diversity
- Requires the ability to collaborate with people and enterprises different from us
- Combines diverse elements to create new ideas
- Converts diversity into innovation and innovation into wealth
University Ombudsperson

Role: Appointed by president to act as a neutral party in the university’s formal grievance process and assist staff in resolving conflict involving university policies, procedures and personnel.

Activity: Ethics Reporting Hotline & Ethics Policy Oversight Committee

Process (Formal and Informal)

Themes of Concerns/Complaints: Issues w/Co-worker(s) & Supervisor(s); Allegations of Discrimination & Harassment; Work Conditions & Cleanliness; Safety; Performance; Behavior & Conduct Infractions; Favoritism; HR Responses to Faculty & Staff; Communication & Availability; Over-Management; Salary; Workload; Etcetera ...
Reporting Suspected Violations

• Each member of the university community has the responsibility to ask questions, seek guidance and report suspected violations of this Code or any other applicable law or regulation, contractual or other obligation of the university or of university policy or procedure.

• Wherever possible, report suspected violations through standard management channels:
  • Dean, department head, or immediate supervisor
  • Other appropriate university officials (e.g. the official responsible for the relevant policy)
Reporting Suspected Violations

Anonymous Reporting:
Carnegie Mellon University Ethics Reporting Hotline

- Toll Free 1-877-700-7050
- Online: https://secure.reportit.net/creator/defaultC.asp
- Username: tartans
- Password: plaid
Consequences of Violations

Violations of the Code of Business Ethics and Conduct may carry disciplinary or other consequences, including dismissal.
Preventing and Responding to Sexual Misconduct & Other Forms of Gender Discrimination
“Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information.”

Carnegie Mellon University Statement of Assurance
(originally issued June 15, 1989; most recently updated June 28, 2016)
Title IX and You

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance ...” 20 U.S.C. §§ 1681 et seq.

• When initially passed (1972), primarily understood in the context of equity in athletics
• Over time, scope expanded to include sex discrimination in education and employment, and issues such as women in underrepresented fields
• Starting in 1990s, idea that pervasive sexual harassment on college campuses could prevent women from fully realizing the benefits of education/employment
• Landmark changes in 2011 and 2014 requiring schools to:
  o Make efforts to prevent sexual misconduct, including the provision of trainings and educational programming;
  o Respond to as well as take action to stop sexual misconduct of which it is aware or should be aware;
  o Centralize reports and cannot promise confidentiality in all cases; and
  o Work to actively prevent and respond at both the individual and institutional level.
Office of Title IX Initiatives

The Office of Title IX Initiatives is dedicated to promoting gender equity on campus:

• Ensure equal access to programs, resources, benefits on campus including athletics
• Coordinate university efforts to prevent and effectively respond to all forms of sexual misconduct
  • Education and training
  • Information and resources
  • Handle all complaints of sexual misconduct affecting or involving community members or occurring on campus, from intake through investigation and resolution, including working directly with affected parties
• Coordinate university efforts to prevent and effectively respond to gender discrimination including gender identity discrimination
• Support students, staff and faculty
Office of Title IX Initiatives

Contact Us:

- Cyert Hall, Suite 140
- 412-268-7125
- tix@cmu.edu
- www.cmu.edu/title-ix

Elizabeth Rosemeyer – Title IX Director and Coordinator
erosemey@andrew.cmu.edu

Jamie Edwards-Pasek – Title IX Associate Director
jaedward@andrew.cmu.edu

Stephanie Shea – Title IX Case Manager and Program Coordinator
sshea@andrew.cmu.edu

Susie Walker – Title IX Administrative Coordinator
susiew@andrew.cmu.edu
Policy Against Sexual Harassment and Sexual Assault

Carnegie Mellon University strictly prohibits all forms of sexual misconduct.

• Sexual assault;
• Sexual harassment;
• Dating and domestic violence; and
• Stalking.

Retaliation (or taking negative actions) against a person for reporting sexual misconduct is also specifically prohibited.

This policy applies to all faculty, staff and students.

Policy available at www.cmu.edu/title-ix
Definition of Sexual Harassment

Any unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

• Submission is an implicit or explicit term or condition of employment or student status in a course, program or activity; or

• Submission to or rejection of such conduct is used as the basis for employment or educational decisions; or

• Such conduct has the purpose or effect of:
  o interfering with an individual’s work or educational performance; or
  o creating an intimidating, hostile, or offensive working and/or learning environment; or
  o of interfering with one’s ability to participate in or benefit from an educational program or activity.
Types of Sexual Harassment

Traditionally two categories of sexual harassment

- **Quid Pro Quo**: Harassment resulting in an tangible employment or educational action
  - Power differential involved
  - Examples include expulsion, termination, poor grades, cut in benefits, promotion, pay raise, good grades TIED to existence or rejection of sexual or romantic relationship

- **Hostile Environment**: No tangible employment or academic benefit/determent needed
  - Examples include repeatedly being asked out, despite saying no; unwanted sexual contact; sexually explicit or obscene photographs, jokes, comments
Definition of Sexual Assault

• Engaging in a sexual act:
  o Against the person’s will
  o Where the person does not give clear, voluntary consent
  o Where the person cannot give consent due to drug or alcohol use ("incapacitated")

• Sexual assault may include, but is not limited to: unwanted touching, fondling, groping, or forcing someone to have sex.
Definitions of Dating & Domestic Violence

Domestic Violence
• Any of the following acts against a family or household member (including minor children), sexual or intimate partner, or person who shares biological parenthood:
  o attempting to cause or causing bodily injury, sexual assault, or incest;
  o placing another person in reasonable fear of imminent serious bodily injury;
  o false imprisonment;
  o stalking.

Dating Violence
• Violence committed by a person who is or was in a romantic or intimate relationship with the victim.
Definition of Stalking

• Engaging in a course of conduct and/or repeatedly communicating with another person with an intent to
  o place a person in fear of bodily injury, or
  o to cause substantial emotional distress

• Includes following a person, as well as sending unwanted and threatening or distressing messages
Title IX Expectations for Employees

The U.S. Department of Education's Office of Civil Rights requires:

• The university to provide resources and intervention when we “know or should have known” of instances of sexual misconduct; and

• That all “responsible employees” report instances of sexual misconduct.

OCR defines a "responsible employee" as "any employee:

1) who has the authority to take action to redress sexual violence;

2) who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or

3) whom a student could reasonably believe has this authority or duty."

OCR, Questions and Answers about Title IX and Sexual Violence (April 29, 2014)
Reporting Sexual Misconduct @ CMU

Members of the university community who are aware of conduct that violates this Policy, whether they observe the conduct directly or otherwise learn about it, are expected to report it.

University Reporting Options:

• Office of Title IX Initiatives at 412-268-7125 or tix@cmu.edu
• University Police
• Ethics Reporting Hotline at www.reportit.net (login: tartans/password: plaid)
More About Reporting

- The Office of Title IX Initiatives serves as the central repository for all reports.
- Other options serve to provide the reporting party choices; descriptions and contact information for these resources are available at www.cmu.edu/title-ix.
- In the case of immediate safety concerns always contact University Police at 412-268-2323.
- Counseling and Psychological Services (CaPS) and University Health Services (UHS) are the two confidential campus resources for students.
What Happens After Sexual Misconduct is Reported to Title IX Office?

1. RECEIVE
   - Review information as provided
   - Input data for tracking

2. RESPOND
   - Provide support and resources to reporting party
   - Consider community impact and intervention
     *(Some or all of the following may not occur)*
   - Engage with responding party
   - Investigation

3. RESOLVE
   - None
   - Informal
   - Formal

Driven by Impacted Party
Safety and Support Measures

The Office of Title IX Initiatives will provide safety and support measures to the reporting party. Examples may include:

• academic accommodations and enrollment assistance;
• workplace accommodations;
• housing or transportation accommodations;
• no contact agreements;
• connection to medical and mental health resources and counseling; and
• connection to medical, legal and victim advocacy.

Safety and support measures will be provided regardless of whether the reporting party wishes to pursue investigation or resolution. They will also be provided even if the responding party is not a member of the campus community.
Options for Resolution

• If responding party is a member of the campus community, the options for resolution include:
  o No resolution
  o Informal resolution
  o Formal resolution/hearing

• If responding party is not a member of the campus community, options for resolution will depend on the circumstances but may include:
  o **Campus:** defiant trespass order or persona non grata letter
  o **Criminal:** UPD will cooperate with Pittsburgh Police and DA
  o **Civil:** Protection from Abuse/Protection from Sexual Violence Order and/or possible litigation
Range of Possible Outcomes for Violations Of SA/SH Policy

- Educational outcomes including conversation with staff and/or reflective paper or project;
- Mandatory training;
- Written apology;
- Written or verbal warning;
- Mental health and/or substance use assessment and recommended follow up;
- No Contact Order;
- Restrictions/limitations on campus access;
- Removal/ban from university housing;
- Removal from class or change to academic schedule;
- Restriction or ban on attending Carnegie Mellon programs and events;
- Removal/ban from campus;
- Disciplinary Probation;
- Suspension held in abeyance;
- Suspension (1–4 semesters);
- Expulsion;
- Withholding degree and/or transcript
- Leave with pay;
- Leave without pay;
- Termination of employment
Policy on Workplace Threats and Violence

- Threats or acts of violence against anyone on property owned or controlled by the university will not be tolerated.
- Such behavior may result in criminal arrest and prosecution and/or disciplinary action, including dismissal against the perpetrators.
- Individuals should notify Campus Police of any threats or violent behavior that have occurred at 412-268-2323.
- Individuals who have obtained Protection from Abuse Orders must provide a copy to University Police.
Resources

Carnegie Mellon:
• Title IX Office
• Office of Human Resources
• University Police
• University Health Services (UHS)
• Guidance Resources (EAP Vendor)

Regional:
• Pittsburgh Action Against Rape
• Magee Women’s Hospital, UPMC Mercy Hospital
• Women’s Center and Shelter of Greater Pittsburgh
• Center for Victims

Check out our website for contact information, maps and description of services:
www.cmu.edu/title-ix
Carnegie Mellon University

Carnegie Mellon Police
Personnel ...

- 24 Sworn Police Officers
- 42 Security Officers
- 4 Police Dispatchers
- 16 Shuttle and Escort Drivers
Services ...

- Fully Accredited Police Agency
- Traffic Enforcement
- Investigations
- Crime Prevention
Services ...

• Emergency Medical Services (EMS)
• Fire Alarms
Year Round ...
Call ...

412-268-2323
Blue Light Phones ...

72 Across Campus
Visit ...

300 S. Craig Street
Off Campus ...

Call 9-1-1
Online ...

www.cmu.edu/police
Shuttle and Escort ...
Crime Prevention ...  

- Rape Aggression Defense (R.A.D.)  
- Bicycle/Laptop Registration  
- Safety Presentations
Safety Tips ... Be AWARE
Reporting ...

IF YOU SEE SOMETHING, SAY SOMETHING.
Questions ...
Enterprise Risk Management
Presentation Goals

Provide an introduction and overview to the Enterprise Risk Management Organizations of:

• Risk Operations
• Disaster Recovery/Business Continuity Services
• Environmental Health and Safety
Role of Enterprise Risk Management

To **provide** the governance, framework, and guidance to assist and support campus leadership and stakeholders in identifying events that have the potential to **impact** the CMU community both positively and negatively, and to **manage** risks associated with those events.

To **support** organizational resiliency with a risk conscious culture that **aligns** to the strategic mission and values of the university.
What is a Risk?

Any event or action that impacts the organization’s ability to achieve its objectives — positive, negative, or a combination of both.
Risk Categories

- Reputation
- Life/Health Safety
- Financial
- Mission
- Operational
- Compliance/Legal
Governance Structure – Three Lines of Defense

Board of Trustees Audit Committee

Executive Management Team

1. FIRST LINE OF DEFENSE
   - Management Controls: Department Leadership
   - Internal Control Measures
   - Risk Management Working Group

2. SECOND LINE OF DEFENSE
   - Enterprise Risk Management

3. THIRD LINE OF DEFENSE
   - Internal Audit

EXTERNAL AUDIT
REGULATOR
Risk Ownership

**RISK MANAGER**

- All of Us
- Risk Awareness & Education
- See Something Say Something

**RISK CUSTODIAN**

- AVP & Management Leadership – reports to Senior, Executive, and VP Leadership
- Provides recommendations to Risk Owner on managing risk
- Accountable for managing the risk

**RISK OWNER**

- Executive and VP Leadership
- Accountable for ensuring risk is managed appropriately
- Provide oversight and direction toward managing risk
- Make thoughtful and informed decisions on managing risk

Carnegie Mellon University
CMU Safe Initiative

- Empowerment to “Say Something if We See Something”
- Free training and educational resources
- Video series at www.cmu.edu/alert
- Tent cards and magnets
- More info at www.cmu.edu/safe
Emergency Preparedness and Response

- CMU Emergency Preparedness and Response Plan
- What you should do if ...
- Active Shooter Training
Emergency Notification System

CMU-Alert  www.cmu.edu/alert

Email Messages:  Cmu-alert@andrew.cmu.edu
Voice messages:  412-268-2578 (ALRT)
CMU-Alert Guardian Mobile App

- Push Notifications
- Safety timer
- Connect with University Police

STAY CONNECTED, STAY SAFE

- Set a safety timer
- Manage and message your guardians
- Have an emergency communication

Download the free Rave Guardian app today!
CMU Resiliency Management Continuum
“Provide the guidance, tools, and governance commensurate with the strategic mission and risk tolerance of the university and its divisional units so that they may continue to provide critical services in the event of a disaster or significant business disruption.”
Risk Operations — Travel Risk Information Program

- Travel Registry for itinerary management
- Alert Traveler Mobile App
- Centralization of internal and external resources related to travel
- State Department Travel Advisories
- Sign-up at www.travelrisk.cmu.edu
- TRIP Website
The mission of Environmental Health and Safety is to support the university’s mission and values by sustaining and enhancing a safe and healthy environment for the CMU community.

Our service excellence plus one approach and collaborative partnerships help mitigate the risk of injury, reduce impact to the environment, and maintain compliance within the areas of Fire, Laboratory, Workplace Safety.
Safety Services

**Laboratory & Research**
- Chemical
- Biological
- Radiation/Laser
- Hazardous Materials and Environmental Waste Management

**Fire**
- Fire Prevention
- Evacuation Drills
- Floor Marshals
- Building Life Safety Assessments
- Alarm Testing
- Fire Ext. Training

**Workplace Safety**
- CPR/AED Training
- Ergonomics
- Incident Investigations
- Industrial Hygiene
- Student Activities Safety
- Art and Shop Safety
Automated External Defibrillators (AED)

- 90+ AEDs located throughout the campus
- AED Locations:
  - Map on EHS and CMU Alert web pages
  - Signs on building entrances
- EHS provides CPR/AED training classes

https://www.cmu.edu/ehs/Workplace-Construction/aed.html
Reporting Workplace Injuries and Illnesses

• OSHA reporting requirements
• Incident with and without injury forms are available
• Reporting incidents helps the university track trends and implement actions

https://www.cmu.edu/ehs/Workplace-Construction/accident-prevention.html
Safety Training

EHS offers 28 online and 17 classroom courses, which include:

**Online**
- Hand and Power Tools
- DOT Hazardous Materials Receiving
- Fire Extinguisher
- Back and Lifting
- Personal Protective Equipment

**Classroom**
- CPR/AED
- Asbestos Awareness
- ChemTracker
- Hazard Communication
BioRAFT-Enterprise Safety, Compliance & Training Software

Whether you work in a laboratory, shop area, art studio, maker space, or in a SLICE construction area, EH&S wants to help you meet all of your safety needs. BioRAFT software will assist in meeting these needs and includes compliance, training requirements, and safety inspections.

Login Required
The goal of the *EHS Quarterly* is to keep you informed and up to date on safety-related information and programs. It will cover a range of health and safety topics of interest to all members of the university community, including laboratory safety, fire safety, workplace safety, hazardous waste disposal, upcoming safety training, events, EHS staff spotlight and much more.
Contact Information

Enterprise Risk Management
www.cmu.edu/erm
risk-operations@andrew.cmu.edu
412-268-6452

Environmental Health & Safety
www.cmu.edu/ehs
safety@andrew.cmu.edu
412-268-8182

Disaster Recovery & Business Continuity Services
www.cmu.edu/drbc
drbc@andrew.cmu.edu
412-268-6452
Policies, Procedures, and Guidelines

- Computing Policy
  - Acceptable Use of Shared Resources
  - Privacy

- Information Security Policy
  - Safe Handling of Institutional Data
  - Security of Information Systems

- Information Security Procedures
  - Responding to a Compromised Computer
  - Employee Separation

- Other
  - Student Privacy Rights

Email iso-ir@andrew.cmu.edu or call 412-268-2044
Computing Environment at CMU

• CMU is NOT protected by a campus-wide firewall.
• Firewalls only exist where restricted data is centrally stored and processed.
• Restricted or confidential data such as research data could be stored on your computer which is not centrally managed.
• Contact your local IT administrator to see if they have implemented a local network firewall or a computer-based firewall.
• The ISO sees about 1,000 inbound attacks per minute — most are not successful.
The ISO and Computing Services Protects You on Campus

• The ISO and Computing Services handle the majority of incoming attacks when they enter the CMU network.
  - We depend on YOU to let us know if you "see" something suspicious to help block malicious traffic.
• Your local IT staff may also provide additional protections. WE DEPEND ON YOU!

SEE SOMETHING

SAY SOMETHING

Email iso-ir@andrew.cmu.edu or call 412-268-2044
At the Center of Security is YOU!
Your Andrew ID

- Your Andrew ID username and password is the key to the network and most systems on the network.

- If compromised, the attacker can:
  - Register for/ drop classes (students)
  - Suspend network access (can’t do your job)
  - Change your password
  - Send emails as you
  - Modify or delete data
  - Access to your:
    - Student Records
    - Financial Information
    - Health Information
    - Personal Information

- NO ONE on campus will ask you for your password - never share it!

YOU are responsible for what happens with your Andrew ID!

If you believe someone is using your account without your permission, change your password and contact the ISO.

Email iso-ir@andrew.cmu.edu or call 412-268-2044
Password Security

• **Be Creative** — Use a combination of letters, numbers, and symbols to add variety to your password.

• **Be Lengthy** — Passwords should be a minimum of 8 characters long.
  - Try using a bizarre, memorable passphrase with numeric and symbolic characters throughout, e.g.,
    - thetiger-eatsTacoson2sdays!
    - the-tiger-eats-tacos-on-Tuesdays
    - the1tigereats5tacosontues-days*

• **Be Unpredictable** — Try using a combination of four random common words, e.g., Correct horse battery staple.

• **Be Unique**
  - Avoid reusing a previous password.
  - Do not share your password with others.

• **Be Smart**
  - Enable Two-Factor Authentication (2FA).
  - Do not use personal information in a password.
  - Use a password manager.
Two-Factor Authentication

• CMU has a two-factor authentication solution through DUO Security.
  o That means that you’ll need something you know (your password), and something you have (your token) in order to login.

• Tokens are available in:
  o “soft” tokens (a smartphone app) or
  o “hard” tokens — small key fob devices

• Clicking “Deny” will allow you to report the incident to the ISO.

• Enroll at: https://2fa.cmu.edu
  o Have your CMU ID and smartphone ready.
  o If you want a hard token, stop by the Computing Services help center (Cyert 119).
Password Managers

- Consider using a password manager to securely save all the multiple passwords you have to remember!
  - Generates strong and unique passwords for each of your accounts
  - Stores each password in a safe encrypted vault that only you have access to
  - You will only need to remember one master password to access the vault
- CMU does not license a password manager, but there are several options:
  - LastPass
  - 1Password
  - KeePass
- Some password managers provide a password auditing feature alerting you of a weak or old password.
Protect Your Data

• Use a **strong password** or PIN

• Install **Anti-virus**
  - Sophos
  - Windows Defender

• Stay current with all security updates via **auto-updates**

• Connect using a **VPN** when remotely accessing university services — The default VPN will encrypt traffic to campus IP addresses

• **Back up** all data that is important to you (especially in your job duties!)

• Avoid storing sensitive data and/or **encrypt** it
Phishing — Don’t Take the Bait

• Fraudulent email sent by criminals to trick you into divulging personal information
• Criminals use this information to steal your identity, rob your bank account, or take over your computer
• Criminals create counterfeit web sites, using company brands and logos.
  o Spear Phishing attacks are using public information to target email to specific individuals
  o Able to spoof the login.cmu.edu web page
Phishing Indicators

Mon 3/11/2019 12:40 PM
Carnegie Mellon University <amislam@ualberta.ca>
Carnegie Mellon University send you a secured document

To: REDACTED

If there are problems with how this message is displayed, click here to view it in a web browser.

Secured_20by_20Xerox_20Investment_202.pdf
58 KB

Attached is a new Document. I have sent it in a secured file, kindly sign in with your email to review.
The document will expire in 24 hours.

© 2019 Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

If you believe you received this message in error, click not my account.

If you are unsure if an email is a phish, please report it to iso-ir@andrew.cmu.edu

Email Domain Doesn’t Match
Suspicious or Unexpected Attachments
Generic or Absent Greeting
Sense of Urgency
Deceptive Links

STOP Hover Time!
Ransomware

- Malicious software that encrypts all of your important files and demands a ransom for decrypting them.
- Delivered mostly via email.
  - Almost always a document with macros
- Ransoms vary in price range and can increase as time goes on.
- Always backup your data regularly by using an external hard drive or approved cloud storage.
  - Ransomware will attempt to infect removable media.
- Without good backups, you will likely lose all of your data.
  - If you get a similar message on a university system, call the ISO, we may be able to help you recover your files (dependent on incident specifics).

In 2017, the WannaCry ransomware hit multiple countries and hospitals costing over $100 million globally.
Handling Concerns

Report concerns ASAP especially if sensitive data is at risk!

• If **YOU** suspect your computer is infected, treat it like a crime scene.
  o Disconnect from the network — turn off wireless or unplug the wired network cable.
  o DO NOT power the computer off.
  o Contact the ISO immediately.

• If **WE** suspect your computer or account is compromised, the ISO will suspend it from the network to protect you and others.

• Our Security Operations Center constantly monitors the network and is available 24/7.

Email iso-ir@andrew.cmu.edu or call 412-268-2044
Information Security Office Services

The ISO organizes activities into three categories:

• **Prevent**
  - Identity Finder (scan and secure sensitive data)
  - Security Consulting
  - Policies and Guidelines
  - Compliance Reviews
  - Security 101 and other On-Line Training
  - Workshops, Orientation, and Event-Based Presentations
  - Security Advisories

• **Detect**
  - Intrusion, Vulnerability, and Threat Monitoring
  - Security Assessments

• **Respond**
  - Host, Account, and Data Compromise/Vulnerability (including network and host forensics)
  - Immediate Separation Support
  - DMCA Agent
  - E-Discovery and Legal Hold Coordination
Further Information

• C@CM
  o Computing@ Carnegie Mellon — teaches foundational skills in information literacy and in safe, responsible and effective computing, focusing on the tools and technologies that are specific to Carnegie Mellon.
    ▪ Provides details about the general computing environment available on campus, such as using the libraries and Andrew printing.
    ▪ Optional for graduate students, staff and faculty, but highly recommended

• Security 101
  o Developed by the ISO to raise awareness about Carnegie Mellon’s information security policies, guidelines, data classification, roles and responsibilities, information security risks, and techniques for safeguarding institutional data and information systems.
    ▪ Contact ISO to be enrolled
Helpful Links

Computing Policy: https://www.cmu.edu/policies/information-technology/computing.html
Information Security Procedures: https://www.cmu.edu/iso/governance/procedures/index.html
DUO Security 2FA: https://www.cmu.edu/computing/services/security/identity-access/authentication/sso-end.html
DUO Security Registration: https://www.cmu.edu/computing/services/security/identity-access/authentication/how-to/2fa-register.html
Password Managers: https://www.cmu.edu/iso/governance/guidance/password-managers.html
Anti-Virus: https://www.cmu.edu/computing/safe/secure-device/index.html
VPN: https://www.cmu.edu/computing/services/endpoint/network-access/vpn/
International Travel Guidance: https://www.cmu.edu/iso/governance/guidance/international-travel-guidance.html
Data Storage Options: https://www.cmu.edu/computing/services/endpoint/storage/
Identity Finder Download: https://www.cmu.edu/computing/safe/id-finder/

Computing Services Homepage: https://www.cmu.edu/computing
Information Security Office Homepage: https://www.cmu.edu/iso
Questions?

For additional questions email iso@andrew.cmu.edu
Host Family Program for International Students
Host Family Program for International Students

Part of a university-wide strategic goal to enhance the CMU student experience.

It facilitates greater engagement between students and CMU faculty, staff, alumni, and local families.

Sponsored by the Office of International Education (OIE).

The program started in November 2016.
Host Family Program for International Students: Goals

Undergrads and graduate students connect with volunteer hosts in Pittsburgh.

They agree to get together once a month or so.

Sam and Catherine at the Pittsburgh Zoo

Udayan visits the Sri Venkateswara Hindu Temple in Monroeville
Host Family Program for International Students: Goals

Students and hosts build relationships that best fit their needs, meeting at mutually convenient times.

Single people, married couples, and families with children are encouraged to participate as hosts.

International students explore Pittsburgh with their hosts, and spend time to get to know each other.

We accept applications from hosts and students year-round.

Hosts Joan and Elizabeth meet with CMU Ph.D. student during Spring Carnival
About 100 students will be matched with 50 hosts.

Students in Master’s programs are targeted with an email sent to them prior to Orientation.

Host Family volunteers are drawn from CMU affiliates in the Osher Lifelong Learning Institute, staff, faculty, alums, and fellow graduate students.

Shivang, Nivedita, Danendra, Gurinder, and Ishan join us for Thanksgiving
Stats for this year

55 students are matched with 30 hosts so far.

Students come from:
- India
- China
- Pakistan
- Indonesia
- Thailand
- Singapore
- Germany
- Poland
- Japan
- Israel

Gurinder at the Hindu-Jain Temple in Monroeville

Pattye and Yunwei at WQED on “World Kindness: National Cardigan Day”
Student Feedback about the Program

Some students signed up for the program because they are lonely. It gives them a break from studying and “talking shop.” They enjoy interacting with people without competing with them, or feeling that they are being judged. They can improve their English, and learn about American culture. They enjoy sharing their cultural traditions with their hosts.
Student Feedback

They want a “sense of home”, and a sense of Pittsburgh. They prefer not to spend all of their time with people from their own country.
• Many are here for a multicultural experience and don’t always know how to get it.

Changjin, Yan and baby Leo visit on Christmas Eve
Host Feedback about the Program

Jim and Jan take Alankar to Carrie Furnace

Hosts are interested in welcoming newcomers to Pittsburgh, and being exposed to different viewpoints and opinions.

It helps them understand the mission of the university and how they fit into it.

They find that students are seeking ways to socialize with a variety of people. They want to get to know us.
Host Feedback

The program is an equal partnership between host and student. Both sides need to commit to make the time to get together.

It’s important to be very flexible and to offer several options for dates and times to meet.

If the students’ schedules change and they can’t make it, don’t take it personally.
Host Feedback

Boriana, Drago and Ian with Himanshu

Many families feel that it’s an honor for them to know our students.

They share many stimulating conversations, and appreciate the students’ perspectives that are tolerant, practical and frank.
It’s a miracle that any of this works

The O’Sullivans celebrate Lunar New Year with Wenjia and Dishita

Our students are very busy and operate on a 24-hour a day clock. Master’s degree students are here for 1 ½ years or less. As soon as they arrive on campus, they are studying and searching for internships. Even though they have rigorous schedules, our Host Family students make an effort to spend time with us.

Abhilaash attends Easter Sunday mass at St. Paul Cathedral
This year, 200 incoming Master’s students applied for this program before or during Orientation.

To welcome them, we offered stationery supplies, stuffed animals, and snacks.

In two weeks, 160 students came by.
Finals Week Treat Bags

During Finals Week over the last two years, students are invited to pick up a bag filled with snacks and a Christmas ornament.

Each bag has an inspirational quote such as:

“You are Capable of More than You Know” and “Good Things are Going to Happen”.

This effort doesn’t occupy their time or cost much.

It is a small thing that shows students we care.
Prize Basket Raffles:
Students participate by sending in an email
Join Us!

Apply to be a Host Family or a participating student by going to our website, filling out an application and signing the release. We accept applications on a rolling basis.  
https://www.cmu.edu/oie/foreign-students/host-family-program/index.html

Do it because the Carnegie Mellon community is amazing, and our students are awesome.
Benefits Overview

CMU Human Resources: Benefits, Leaves, Retirement and Human Resources Service Center
Who Is Eligible for Health and Welfare Benefits*

**Full-Time** Benefits Eligible:

Hours: 100% of a full-time schedule (37.5 hours per week)

**Part-Time** Benefits Eligible:

Hours: Minimum 46.7% of a full-time schedule (17.5 hours per week)

Benefits **Effective Date**:

1\(^{st}\) of month following hire date

On hire date if hire date is 1\(^{st}\) of the month

*Retirement contribution eligibility has different requirements
Full-Time Benefits

Voluntary

• Medical and Prescription Drug
• Dental
• Vision
• Spending Accounts
• Cyert Center Sliding Scale Benefit
• Optional Life
• Dependent Life
• Enhanced Long-Term Disability
• Employee Retirement Contributions

Automatic

• University Retirement Contributions
• Tuition Benefits
• Paid Time Off
• Basic Life Insurance
• Basic Disability Insurance
• Employee Assistance Program (EAP)
• Free Public Transportation
• Free Group X-ercise Classes
Part-Time Benefits

Voluntary
• Medical and Prescription Drug
• Voluntary Accidental Death & Dismemberment Insurance
• Employee Retirement Contributions

Automatic
• University Retirement Contributions (when eligible)
• Tuition Benefits
• Basic Life Insurance
• Employee Assistance Program (EAP)
• Free Public Transportation
• Free Group X-ercise Classes
Eligible Dependents

- Spouse or registered domestic partner
- Dependent children
- Natural born
- Stepchildren
- Legally-adopted
- Children of registered domestic partner (if a tax dependent)
- Legal guardianship
- Medical child support order
- Disabled dependents who meet certain criteria
- Children eligible until age 26

*Dependent Verification Documentation Required*
Medical Plan Carriers

- Health Maintenance Organization (HMO)
- In-network coverage only
- National provider network
- Accepted at both Allegheny Health Network and UPMC Health System facilities and provider practices
- Quest Diagnostics and LabCorp in-network

- Preferred Provider Organization (PPO)
- In-network and out-of-network coverage
- Access to national Blue Cross/Blue Shield provider network
- LabCorp in-network

- Preferred Provider Organization (PPO)
- In-network and out-of-network coverage
- Access to national Blue Cross/Blue Shield provider network
- LabCorp in-network

- Prefered Provider Organization (PPO)
- In-network and out-of-network coverage
- Limited national provider access — partners with multi-plan
- Allegheny Health Network facilities and providers are out-of-network
- Quest Diagnostics in-network
Common Medical Insurance Terminology

**Copayment (Copay):** A fixed dollar amount you must pay up front for a covered service

**Deductible:** The amount you must pay each year before coinsurance payments will be made by the plan

**Coinsurance:** The percentage of covered expenses that the plan will pay, after you have met your deductible

**Out-of-Pocket Maximum:** The amount you would pay for covered expenses in a year before the plan will cover 100% of covered services

**Network:** The providers (doctors, hospitals, facilities) that have contracted with an insurance carrier to accept that insurance plan’s rates as payment in full

**Usual, Customary & Reasonable (UCR):** The fees set by carriers that reflect typical rates for services in your area — network providers agree to accept the plan’s UCR as payment in full; out-of-network providers may bill you for their charges in excess of the plan’s UCR
# Medical Plan Comparison

| Plan Feature | PPO Option 1  
| UPMC or Highmark | PPO Option 2  
| UPMC or Highmark | High Deductible PPO with HRA  
<table>
<thead>
<tr>
<th>UPMC or Highmark</th>
<th>HMO Aetna</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Network</td>
<td>Deductible (Individual/Family)</td>
</tr>
<tr>
<td>Out-of-Network</td>
<td>Deductible (Individual/Family)</td>
</tr>
<tr>
<td>In-Network</td>
<td>Out-of-Pocket Maximum (Individual/Family)</td>
</tr>
<tr>
<td>Out-of-Network</td>
<td>Out-of-Pocket Maximum (Individual/Family)</td>
</tr>
<tr>
<td><strong>Copay/Coinsurance</strong></td>
<td><strong>Plan Coinsurance Responsibility after Deductible</strong></td>
</tr>
<tr>
<td><strong>Primary Care Physician (PCP) Office Visit</strong></td>
<td><strong>Copay/Coinsurance</strong></td>
</tr>
<tr>
<td>In-Network</td>
<td>Specialist Office Visit</td>
</tr>
<tr>
<td>Out-of-Network</td>
<td>Preventive Care (per schedule)</td>
</tr>
<tr>
<td>In-Network</td>
<td>Emergency Room Visit (waived if admitted)</td>
</tr>
<tr>
<td>Out-of-Network</td>
<td>CMU Funded Health Reimbursement Account (HRA)</td>
</tr>
<tr>
<td>In-Network</td>
<td>Carnegie Mellon HRA Contribution</td>
</tr>
</tbody>
</table>

*UCR means usual, customary, and reasonable charges the carrier has established for medical services. Out-of-network providers may bill you for their charges in excess of the UCR. Expenses in excess of the UCR do not count toward the deductible or out-of-pocket maximum.
## Prescription Drug Options

### Two plan options: Option A and Option B

**Medical plan coverage must equal Rx plan coverage**

**Maintenance Choice:**
- After second fill of a maintenance prescription, third fill must be through 90-day mail order or retail
- Can opt out by calling Caremark

**Mandatory Generic:**
- When a generic Rx is available but pharmacy dispenses brand name for any reason, member will pay the difference in cost between generic and brand plus the copayment

<table>
<thead>
<tr>
<th></th>
<th>Plan Option A</th>
<th>Plan Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Network Retail (up to 30-days supply)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$10</td>
<td>$5</td>
</tr>
<tr>
<td>Brand — Preferred</td>
<td>$25</td>
<td>You pay 35% ($100 max)</td>
</tr>
<tr>
<td>Brand — Non-Preferred</td>
<td>$40</td>
<td>You pay 100%</td>
</tr>
<tr>
<td>Specialty</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mail Order Service or Maintenance Choice (up to 90-days supply)</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$20</td>
<td>$10</td>
</tr>
<tr>
<td>Brand — Preferred</td>
<td>$50</td>
<td>You pay 35% ($200 max)</td>
</tr>
<tr>
<td>Brand — Non-Preferred</td>
<td>$80</td>
<td>You pay 100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Annual Out-of-Pocket Maximum (separate from medical plan)</strong></th>
<th>$2,650 per Individual</th>
<th>$2,650 per Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,300 per Family</td>
<td>$5,300 per Family</td>
</tr>
</tbody>
</table>
## Prescription Drug Options

Tools available on Prescription Plans page of Human Resources website

[www.cmu.edu/hr/benefits/health-welfare/prescription](http://www.cmu.edu/hr/benefits/health-welfare/prescription)

<table>
<thead>
<tr>
<th>Check Drug Cost</th>
<th>Preferred Drugs</th>
<th>Preventive Care Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caremark Option A — Female</td>
<td>Preferred Drug List</td>
<td>Your health plan offers certain preventive service benefits at no cost to you. These no-cost benefits are part of the Affordable Care Act. View the <a href="http://www.cmu.edu/hr/benefits/health-welfare/prescription">CVS/Caremark Preventive Services List</a> [pdf].</td>
</tr>
<tr>
<td>Caremark Option A — Male</td>
<td>CVS/Caremark Specialty Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Caremark Option B — Female</td>
<td>Formulary Drug Removals (effective 1/1/2018) [pdf]</td>
<td></td>
</tr>
<tr>
<td>Caremark Option B — Male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Diabetes Management

Carnegie Mellon offers the [LivingMyLife® Program](http://www.cmu.edu/hr/benefits/health-welfare/prescription) at no cost as part of the prescription drug program.
# Dental Plan Options

<table>
<thead>
<tr>
<th></th>
<th>DHMO</th>
<th>PPO 1</th>
<th>PPO 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provider Network</strong></td>
<td>DHMO Concordia Plus</td>
<td>Alliance</td>
<td>Alliance</td>
</tr>
<tr>
<td><strong>Primary Dentist &amp; Referrals Required</strong></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Deductible</strong></td>
<td>None</td>
<td>$50 Individual/$150 Family</td>
<td>$25 Individual/$75 Family</td>
</tr>
<tr>
<td><strong>Class I Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleanings &amp; Exams</td>
<td>100% coverage*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bitewing X-rays</td>
<td>100% coverage*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Mouth X-ray</td>
<td>Once per 3 years; 100% coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluoride Treatment</td>
<td>100% coverage (up to age 19)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class II Services</strong></td>
<td>See copay schedule &amp; list of covered procedures on HR Benefits web site; White fillings NOT COVERED by DHMO</td>
<td>50% coverage</td>
<td>80% coverage</td>
</tr>
<tr>
<td><strong>Class III Services</strong></td>
<td>Prosthetics, Crowns, Inlays, Onlays</td>
<td>25% coverage</td>
<td>50% coverage</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>Not Covered</td>
<td>50% coverage (includes adults)</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Maximum</strong></td>
<td>Not Applicable</td>
<td>$1000 (per person, per year)</td>
<td>$1500 (per person, per year)</td>
</tr>
<tr>
<td><strong>Lifetime Maximum (Orthodontics &amp; Implants)</strong></td>
<td>Not Covered</td>
<td>$1500 orthodontics; $3000 implants</td>
<td></td>
</tr>
</tbody>
</table>

*Plan year limits apply to these services; see full schedule of benefits on HR website*
Vision Plan Options

Two vision carriers:
• Davis Vision
• Vision Benefits of America (VBA)

Four plan options:
• Option 1 (Davis and VBA):
  • Eye Exams, Lenses, Contacts: One per 2 calendar years for ages 19+; One per calendar year through age 18
  • Frames: One per 2 calendar years for all ages
• Option 2 (Davis and VBA):
  • Eye Exams, Lenses, Contacts: One per calendar year for all ages
  • Frames: One per calendar year for all ages

Refer to schedule of benefits for each plan on HR website for payment allowances on lenses and frames.
### Domestic Full-Time Rates

*Monthly, pre-tax rates are shown.*

<table>
<thead>
<tr>
<th>Medical Plan Employee Contributions</th>
<th>PPO Option 1</th>
<th>PPO Option 2</th>
<th>High Deductible PPO with HRA</th>
<th>HMO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Only</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td>Not Applicable</td>
<td>$46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$185</td>
<td>$143</td>
<td>$89</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$79</td>
<td>$34</td>
<td>$2</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and 1 Child</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td>Not Applicable</td>
<td>$246</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$404</td>
<td>$335</td>
<td>$243</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$222</td>
<td>$149</td>
<td>$68</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and 2+ Children</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td>Not Applicable</td>
<td>$307</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$467</td>
<td>$389</td>
<td>$286</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$263</td>
<td>$182</td>
<td>$91</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and Spouse/Domestic Partner</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td>Not Applicable</td>
<td>$367</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$530</td>
<td>$444</td>
<td>$331</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$303</td>
<td>$215</td>
<td>$114</td>
<td></td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td>Not Applicable</td>
<td>$611</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$781</td>
<td>$662</td>
<td>$506</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$466</td>
<td>$347</td>
<td>$208</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescription Plan Employee Contributions</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$121</td>
<td>$10</td>
</tr>
<tr>
<td>Employee and 1 Child</td>
<td>$234</td>
<td>$46</td>
</tr>
<tr>
<td>Employee and 2+ Children</td>
<td>$266</td>
<td>$56</td>
</tr>
<tr>
<td>Employee and Spouse/Domestic Partner</td>
<td>$299</td>
<td>$66</td>
</tr>
<tr>
<td>Family</td>
<td>$428</td>
<td>$106</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dental Plan Employee Contributions</th>
<th>DHMO</th>
<th>PPO 1</th>
<th>PPO 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$13.28</td>
<td>$13.04</td>
<td>$31.94</td>
</tr>
<tr>
<td>Family</td>
<td>$52.50</td>
<td>$46.98</td>
<td>$101.24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision Plan Employee Contributions</th>
<th>Davis Option 1</th>
<th>Davis Option 2</th>
<th>VBA Option 1</th>
<th>VBA Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$1.06</td>
<td>$4.24</td>
<td>$1.30</td>
<td>$4.42</td>
</tr>
<tr>
<td>Family</td>
<td>$6.36</td>
<td>$17.48</td>
<td>$7.78</td>
<td>$18.18</td>
</tr>
</tbody>
</table>

Medical Plan Employee Contributions:

- **Aetna**
- **Highmark**
- **UPMC**

Dental Plan Employee Contributions:

- **DHMO**
- **PPO 1**
- **PPO 2**

Vision Plan Employee Contributions:

- **Davis Option 1**
- **Davis Option 2**
- **VBA Option 1**
- **VBA Option 2**
# Domestic Part-Time Rates

*Monthly, pre-tax rates are shown.*

<table>
<thead>
<tr>
<th>Medical Plan Employee Contributions</th>
<th>PPO Option 1</th>
<th>PPO Option 2</th>
<th>High Deductible PPO with HRA</th>
<th>HMO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Only</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$331</td>
<td>$297</td>
<td>$243</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$224.50</td>
<td>$182.50</td>
<td>$143.50</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and 1 Child</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$607.50</td>
<td>$551</td>
<td>$459</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$425.50</td>
<td>$365</td>
<td>$284</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and 2+ Children</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$686.50</td>
<td>$623</td>
<td>$520</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$483</td>
<td>$416</td>
<td>$316.50</td>
<td></td>
</tr>
<tr>
<td><strong>Employee and Spouse/Domestic Partner</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$766</td>
<td>$695.50</td>
<td>$582.50</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$540</td>
<td>$466.50</td>
<td>$356.50</td>
<td></td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetna</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark</td>
<td>$1,102.50</td>
<td>$984.50</td>
<td>$828.50</td>
<td></td>
</tr>
<tr>
<td>UPMC</td>
<td>$770</td>
<td>$669.50</td>
<td>$530.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescription Plan Employee Contributions</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Only</strong></td>
<td>$168.50</td>
<td>$57.50</td>
</tr>
<tr>
<td><strong>Employee and 1 Child</strong></td>
<td>$300.50</td>
<td>$112.50</td>
</tr>
<tr>
<td><strong>Employee and 2+ Children</strong></td>
<td>$338</td>
<td>$128</td>
</tr>
<tr>
<td><strong>Employee and Spouse/Domestic Partner</strong></td>
<td>$376.50</td>
<td>$143.50</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td>$527</td>
<td>$205</td>
</tr>
</tbody>
</table>

Coverage Level: Option A, Option B
Spending Accounts

Tax Saving Benefit

**Health Care** Flexible Spending Account
- Qualified medical expenses not covered by insurance
- Contribute $60 to $2750/year

**Dependent Care** Reimbursement Account
- Qualified dependent care expenses (e.g., daycare)
- Contribute $300 to $5000/year

Expenses incurred by you and your IRS-qualified dependents

Expenses must be incurred during the plan year

**IRS “Use It or Lose It” Rule**

Administered by **Benefit Coordinators Corporation (BCC)**
- Debit Card, Paper Claims, My SmartCare Mobile App
# FSA Plan Year Timeline

<table>
<thead>
<tr>
<th></th>
<th>HCFSA</th>
<th>DCRA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contribution Limits</strong></td>
<td>Between $60 and $2,750/year</td>
<td>Between $300 and $5,000*/year</td>
</tr>
<tr>
<td><strong>Plan Year</strong></td>
<td>Calendar year plus a 2.5-month grace period (Jan 1, 2020–Mar 15, 2021)</td>
<td>Calendar year (Jan 1, 2020–Dec 31, 2020)</td>
</tr>
<tr>
<td><strong>Deadline to Request Reimbursement</strong></td>
<td>June 30, 2021</td>
<td></td>
</tr>
<tr>
<td><strong>Eligible Expenses</strong></td>
<td>Health Care</td>
<td>Day care/Elder care</td>
</tr>
</tbody>
</table>

*$2,500 if married, filing separately
<table>
<thead>
<tr>
<th></th>
<th>Courses Taken at CMU</th>
<th>Courses Taken at Another Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td>Benefits-eligible full- or part-time staff who have satisfactorily completed six</td>
<td>Benefits-eligible full-time staff who have satisfactorily completed six</td>
</tr>
<tr>
<td></td>
<td>months of benefits-eligible employment on or before the first day of the full</td>
<td>months of benefits-eligible employment on or before the first day of the</td>
</tr>
<tr>
<td></td>
<td>semester on the Pittsburgh campus</td>
<td>full semester on the Pittsburgh campus</td>
</tr>
<tr>
<td><strong>Number of Classes</strong></td>
<td><strong>Full-Time Staff:</strong> Two courses at any one time per term (at one or multiple</td>
<td><strong>Part-Time Staff:</strong> One course at any one time per term at Carnegie</td>
</tr>
<tr>
<td></td>
<td>institutions)</td>
<td>Mellon only</td>
</tr>
<tr>
<td><strong>Benefit Level</strong></td>
<td>100% tuition remission</td>
<td>50% tuition assistance</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Any</td>
<td>Career-related/part of a career-related degree program</td>
</tr>
<tr>
<td><strong>Taxation</strong></td>
<td><strong>Tuition benefits</strong> exceeding $5250/calendar year — subject to federal withholding</td>
<td><strong>Any tuition benefits for courses taken outside Carnegie Mellon</strong> —</td>
</tr>
<tr>
<td></td>
<td><strong>Any tuition benefits for courses taken outside Carnegie Mellon</strong> — subject to</td>
<td>subject to state/local taxes</td>
</tr>
<tr>
<td></td>
<td>state/local taxes</td>
<td></td>
</tr>
</tbody>
</table>
# Tuition Benefits for Dependent Children of Staff Members

<table>
<thead>
<tr>
<th></th>
<th>Children Attending CMU</th>
<th>Children Attending Another Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Eligibility</strong></td>
<td>Full-time, benefits-eligible staff; <strong>must complete five full years of service</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Child Eligibility</strong></td>
<td>• Must be enrolled in an undergraduate degree program before age 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Must be naturally born to or legally adopted by the employee and must meet IRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dependency exemption criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Children attending another institution must be enrolled full time (except for the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>summer term)</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Children Eligible</strong></td>
<td>Unlimited</td>
<td>Up to two per family</td>
</tr>
<tr>
<td><strong>Semesters Covered</strong></td>
<td>• Up to eight semesters per child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Unused semesters may not be transferred to another child</td>
<td></td>
</tr>
<tr>
<td><strong>Benefit Level</strong></td>
<td>100% tuition remission</td>
<td>Up to $6,820 per academic year</td>
</tr>
<tr>
<td><strong>Taxation</strong></td>
<td>Not subject to federal, state or local taxes</td>
<td>Subject to state and local taxes</td>
</tr>
</tbody>
</table>
Employee Assistance Program (EAP)

GuidanceResources

• Available to employees and household members at no cost
• Work-life solutions
• Telephone or face-to-face counseling
• Financial and legal resources
• Expert information online
• 100% confidential

guidanceresources.com

Web ID: Carnegie
Questions?
Life Insurance

Basic Life and AD&D Insurance
• Equal to your annual base salary
• Provided at no cost

Optional Life and AD&D Insurance
• May elect up to 5X your annual base salary
• Age-based rates

Evidence of Insurability (EOI) may be required
Maximum of $1,500,000 (Basic plus Optional)
Value of life insurance over $50,000 taxable by IRS
Beneficiary designation
Month After Death Benefit

Note: Benefits differ for part-time employees
Dependent Life Insurance

Spouse/Domestic Partner Life and AD&D Insurance
• Equal to 50% of employee optional life
• Maximum of $250,000

Dependent Child Life and AD&D Insurance
• Available in increments of $2,500, $5,000 and $10,000
• Covers all dependent children for one price

Evidence of Insurability (EOI) may be required

After-tax payroll deduction

Note: You may purchase dependent life insurance only if you purchase Employee Optional Life and AD&D Insurance.
# Leaves of Absence and Time Off

<table>
<thead>
<tr>
<th>Leave Types</th>
<th>Time Off Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Disability</td>
<td>Bereavement</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>Family and Medical Leave (FMLA)</td>
<td>Holidays</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>PTO</td>
</tr>
<tr>
<td>Military Leave</td>
<td></td>
</tr>
<tr>
<td>Personal Leave</td>
<td></td>
</tr>
<tr>
<td>Maternity Leave</td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td></td>
</tr>
</tbody>
</table>
Holidays

Ten official holidays observed by Carnegie Mellon's U.S. campuses:

• New Year's Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving
• Day After Thanksgiving
• Christmas Eve
• Christmas Day
• New Year's Eve

Three floating holidays for U.S. staff per calendar year:

• Subject to supervisor approval and departmental policies
• No carryover; no payout
• Prorated for new employees
Paid Time Off (PTO)

- Accrued on **employment year basis** on the first day of each month
- Subject to supervisor approval
- Unused PTO carries over to next employment year up to annual allowance
- Unused PTO up to your annual entitlement is paid out upon separation
- Not earned during leave of absence, but may be used concurrently while on leave
- Part-time employment years with at least 1,000 hours worked count as one year of employment for PTO accrual purposes

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>PTO Earned per Month</th>
<th>Maximum PTO Earned per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to &amp; Including Year 3</td>
<td>1.42 days</td>
<td>17 days</td>
</tr>
<tr>
<td>Beginning Year 4</td>
<td>1.67 days</td>
<td>20 days</td>
</tr>
<tr>
<td>Beginning Year 8</td>
<td>2.08 days</td>
<td>25 days</td>
</tr>
<tr>
<td>Beginning Year 16</td>
<td>2.50 days</td>
<td>30 days</td>
</tr>
</tbody>
</table>
Questions?
Retirement Savings Plans — Knowing Your Goals

Knowing Your Goals ...
What is your vision for retirement?

Knowing Your Options ...
What are the CMU retirement plans?

Knowing Your Resources ...
Where to find information?
Retirement Savings Plans — Knowing Your Options

Carnegie Mellon University Faculty and Staff Retirement Plan
403(b) for US citizens and US permanent residents

Carnegie Mellon University 401(k) Plan
401(k) for employees who are not US citizens or US permanent residents

View the Retirement Savings page on HR website for more information:
www.cmu.edu/hr/benefits/retirement-savings
## Retirement Savings Plans — Knowing Your Options

<table>
<thead>
<tr>
<th>University Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>Age 21</td>
</tr>
<tr>
<td>Full Time Staff</td>
</tr>
<tr>
<td>Part-Time Staff</td>
</tr>
<tr>
<td>upon reaching 1,000 hours of service each anniversary year</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>8% of salary — 12 month appointment</td>
</tr>
<tr>
<td>9.78% of salary — 9 month appointment</td>
</tr>
<tr>
<td><strong>Enrollment</strong></td>
</tr>
<tr>
<td>Automatic</td>
</tr>
<tr>
<td>First of the Month</td>
</tr>
<tr>
<td>Coincident with or following the date you become eligible</td>
</tr>
</tbody>
</table>

*Carnegie Mellon University Faculty and Staff Retirement Plan (403b) contributions can be directed to TIAA or Vanguard*

*Carnegie Mellon University 401(k) Plan contributions are with Vanguard only*
# Retirement Savings Plans — Knowing Your Options

## Employee Contributions

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>All Carnegie Mellon University employees</th>
<th>Voluntary employee contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions</td>
<td>Pre-Tax — tax deferral</td>
<td>Roth — after-tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can enroll or change at anytime effective the first of the month following</td>
</tr>
<tr>
<td>Contribution Limits</td>
<td>$19,500 for 2020</td>
<td>$26,000 for individuals age 50 or older by 12/31/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual contribution limits set by the IRS</td>
</tr>
</tbody>
</table>

*Carnegie Mellon University Faculty and Staff Retirement Plan (403b) contributions can be directed to TIAA and/or Vanguard.

*Carnegie Mellon University 401(k) Plan contributions are with Vanguard only.*
## Retirement Savings Plans — Knowing Your Options

### Vesting

<table>
<thead>
<tr>
<th>University Contributions</th>
<th>3 years of service with 1,000 hours in each anniversary year of service per plan rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Contributions</td>
<td>100% Vested</td>
</tr>
<tr>
<td>Prior Service at another U.S. non-profit college or university or CMU</td>
<td>Prior service form located on retirement and HR Service website</td>
</tr>
</tbody>
</table>

**IMPORTANT ACTION ITEM regarding beneficiaries:**

- It is important to designate a beneficiary on your account. Log in to TIAA and/or Vanguard to designate or update.
- For those with multiple accounts with the vendors, be sure to update accordingly with each account.
You can choose your asset allocation for both university and employee contributions.

**Note:** After your first university contribution is made, the allocation can be updated by logging in to your retirement account.

Find links to TIAA and Vanguard sites, plus how to register online to direct your investment elections:

[https://www.cmu.edu/hr/benefits/retirement-savings/investment-options.html](https://www.cmu.edu/hr/benefits/retirement-savings/investment-options.html)
# Investment Options

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>12 Vanguard Target Date Retirement Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIAA Platform</strong></td>
<td><strong>Vanguard Platform</strong></td>
</tr>
<tr>
<td>Tier 2</td>
<td><strong>Vanguard Institutional Index</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vanguard Mid Cap Index</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vanguard Small Cap Index</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vanguard Total Bond Market Index</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vanguard Total International Stock Index</strong></td>
</tr>
<tr>
<td></td>
<td>(all Institutional share class)</td>
</tr>
<tr>
<td>Tier 3</td>
<td><strong>CREF Money Market Account</strong></td>
</tr>
<tr>
<td></td>
<td><strong>CREF Social Choice Account</strong></td>
</tr>
<tr>
<td></td>
<td><strong>CREF Stock Account</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TIAA Traditional Annuity</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TIAA Real Estate Account</strong></td>
</tr>
<tr>
<td>Tier 4</td>
<td><strong>TIAA Brokerage Window</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vanguard Brokerage Option (VBO)</strong></td>
</tr>
</tbody>
</table>

*Fixed and variable annuities are only available on TIAA Platform*
Retirement Savings Plans — Knowing Your Resources

Know your benefits team ...
Retirement specialists are available to answer your questions

Know your retirement partners
TIAA and Vanguard ...
 Consultants are on campus monthly and host various workshops throughout the year

View Retirement Savings page on HR website for more information:
www.cmu.edu/hr/benefits/retirement-savings
How are you going to have that comfortable seat in retirement?

Knowing Your Goals ... 
What is your vision for retirement?

Knowing Your Options ... 
What are the CMU retirement plans?

Knowing Your Resources ... 
Where to find information?
Questions?
HR Service Center

Bookmark the link to the Human Resources Service Website:
www.cmu.edu/hr/service-center

• Workday Login
• Onboarding Checklists
• Workday How To Guides
• Important Payroll and Benefit Reminders
• More Helpful Information to Come …
How Do I Enroll? [www.cmu.edu/hr/service-center]

Welcome!

The Human Resources Service Center at Carnegie Mellon University is dedicated to providing exceptional customer service for all your Human Resources, Workday and Payroll needs. We aspire to create an atmosphere built on support, collaboration and belonging.
New Hire Benefits Enrollment in Workday

Onboarding Steps to be Completed in Workday Prior to Benefit Enrollment:

- I-9, Part 1 and Part 2
- Personal Information & Names
- Review Documents – Worker’s Compensation Notice & CMU Intellectual Property Agreement

Your Benefit Event should appear in your Workday Inbox within 24 hours after the completion of the four Onboarding Steps (listed above)
How Do I Enroll?

Web Login

AndrewID
Password

Login

Warning: The URL for this page should begin with https://login.cmu.edu. If it does not, do not fill in any information, and report this site to it-help@cmu.edu.

About | Change Password | Forgot Password?
How Do I Enroll?
Click on the Benefit Event in your Workday Inbox to enroll in CMU benefits.

No need to start a benefit change yourself.
Click in the box under “Enroll Dependents” to add dependents to your benefit plans.
How Do I Enroll?

Select “No” to use dependent as beneficiary. Beneficiary information is maintained/stored with the carrier and not within Workday.

A Social Security number is important for enrolling dependents.

Click “Allow Duplicate Name” if your dependent is also your emergency contact.
How Do I Enroll?

Documentation that verifies your relationship to your dependents is required.

Examples:
- spouse — marriage certificate
- child — birth certificate
- domestic partner — domestic partner packet

<table>
<thead>
<tr>
<th>Coverage Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Relationship</th>
<th>Employee/Child</th>
<th>Employee/Child</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - Aetna HMO</td>
<td>01/01/2019</td>
<td>01/01/2019</td>
<td>Employee/Child</td>
<td>Carnegie, Andrew</td>
<td>$205.00</td>
<td>$744.00</td>
</tr>
<tr>
<td>Prescription - Caremark Option A</td>
<td>01/01/2019</td>
<td>01/01/2019</td>
<td>Employee/Child</td>
<td>Carnegie, Andrew</td>
<td>$198.00</td>
<td>$74.00</td>
</tr>
<tr>
<td>Basic Life &amp; AD&amp;D Insurance - MetLife 1X Salary (Employed)</td>
<td>04/01/2018</td>
<td>04/01/2018</td>
<td>1 X Salary</td>
<td></td>
<td>$112,000.00</td>
<td>$10.86</td>
</tr>
<tr>
<td>Optional Life &amp; AD&amp;D - MetLife 2X Salary (Employed)</td>
<td>04/01/2018</td>
<td>04/01/2018</td>
<td>2 X Salary</td>
<td></td>
<td>$224,000.00</td>
<td>$15.23</td>
</tr>
<tr>
<td>Long Term Disability (LTD) - MetLife Enhanced (Employed)</td>
<td>04/01/2018</td>
<td>04/01/2018</td>
<td>50% of Salary</td>
<td></td>
<td>$3,600.00</td>
<td>$5.13</td>
</tr>
</tbody>
</table>

Total: $433.36 | $846.13

Waived Coverages

Electronic Signature

I acknowledge and agree that the benefits I have elected are subject to the provisions of the Carnegie Mellon University Benefit Plan and the terms and conditions of each feature under that Plan. I agree that my compensation will be reduced by the amount of any required contributions for the benefits that I have elected under the Plan and that such salary reductions will continue for each pay period until my election is amended or terminated as permitted under the Plan. I acknowledge that I have access to the Plan documents through Carnegie Mellon’s Human Resources website. I affirmatively represent that all information provided is true and correct.

I Agree

[Submit, Go Back, Cancel]
Benefits Enrollment Timeline

Enrollment must be completed within 30 days* of your hire date or the date you become benefits eligible:

Hire Date: January 10, 2020
Benefits Eligible Date: February 1, 2020
**Enrollment Deadline: February 9, 2020**

Dependent Verification must be submitted within 30 days of enrollment:

Hire Date: January 10, 2020
Benefits Eligible Date: February 1, 2020
Enrollment Deadline: February 9, 2020
**Date You Enrolled: January 15, 2020**
**Dependent Verification Documentation Due: February 14, 2020**

*Does not apply to retirement contributions*
Default Enrollment – Health and Welfare Benefits

**Automatic Enrollment** if you do not enroll or waive within 30 days of hire date or the date you become benefits eligible

**Full-Time** Employees:
- Medical: UPMC PPO Option 2 — Employee Only
- Prescription Drug: Caremark Option B — Employee Only
- Life Insurance: Basic Life Insurance — Employee Only
- Disability Insurance: Basic Long-Term Disability

**Part-Time** Employees:
- Life Insurance: Basic Life Insurance — Employee Only

Cannot be changed until Annual Open Enrollment, qualified life event or eligible job change

Weekly emails reminding you to submit your Benefit Change will be sent to your Andrew Email Address during your 30 days
Health and Welfare Benefit Changes in Workday

Benefit Change Types:

• Employee/Employer Changes
  Full-Time to Part-Time
  Domestic to International

• Life Event Change
  Loss or Gain of Outside Coverage
  Birth, Adoption, Placement for Adoption
  Marriage/Add New Domestic Partner
  Divorce/Termination of Domestic Partnership

Annual Open Enrollment:

• Usually first two weeks of November each year
• Make elections for upcoming plan year
• Effective January 1st

Request via Workday within 30 days of the event date.
Changes must be consistent with the event.
How Do I Enroll?

Welcome, On behalf of: Carnegie, Andrew (acarnegie)

Applications
14 items

- Inbox
- Personal Information
- Pay
- Benefits
- Time Off
- Directory
- My Team
- Team Time Off
- Team Performance
- Hiring
- Employee Changes
- Requests
- Reports
- Favorites

Go to Inbox
Click “Benefits” under “Change” to create a benefit change.

Click “View” to see your benefit elections in Workday.
How Do I Enroll?

Change Benefits
Carnegie, Andrew (acarnegie)

For information about how to use Workday, refer to the user guides and instructional videos available on the GAWorks Service Center website.

For Health and Welfare Benefits Changes, please select your Benefit Event Type and enter your Benefit Event Date. You have 30 days from the Benefit Event Date to request benefit changes in Workday. After making new benefit elections, you then have 30 days to upload documentation that supports your Life and Family Status Changes, including any Dependent Documentation.

If you have the documentation at this time, click on the + icon in the Attachments section to upload the documentation. To initiate your request, click Submit. On the next page, you will then need to click Open to make your new benefit plan elections. Your request will not be completed until you complete this step.

If you do not have the documentation at this time, you should still proceed with submitting your request. To initiate your request, click Submit. On the next page, you will then need to click Open to make your new benefit plan elections. You can return to Workday within 30 days of submitting your request to upload the documentation by using the Submit Enrollment Documentation Event Type. Your request will not be completed until you complete both of these steps.

For Retirement Benefits Changes:
Please note that when making a change to the Faculty and Staff Retirement Plan (FSP) or the 401k Plan, you must select the first day of the month following today's date as the Benefit Event Date. For example, if today is March 15th, you must enter April 1st. Forms are not needed for Retirement elections. DO NOT upload retirement forms to

Benefit Event Type

Benefit Event Date
Submit Elections By
Enrollment Offering Types

Attachments

Submit
Save For Later
Cancel
Click “Open” to make your benefit change.
HR Service Center

For onboarding, Workday, benefit (health & retirement) and payroll questions, please contact:

hr-help@andrew.cmu.edu

412-268-4600
Thank You!