



University of
Pittsburgh

Office of
Human Resources

Office of Human Resources

All-Temps Orientation

Talent Acquisition Department, All-Temps Team

Updated Aug. 20, 2026

A Message From
Chancellor Joan Gabel



Orientation Agenda

- All-Temps Overview
- Important Policies
- Payroll Department
- All-Temps Benefits
- Environmental Health and Safety Department
- Public Safety Department
- Office of Institutional Engagement and Wellbeing
- Post-Orientation Resources

All-Temps Overview



Employee Notifications, Part One

The following outlines the terms and conditions of your employment and your responsibility as an All-Temps employee:

- You must notify your assigned department if you are unable to report to work as scheduled
- You must submit time worked weekly into Pitt Worx
- Timecards must be approved by your direct supervisor before noon each Monday (unless otherwise specified)
- If you did not work during the week, a timecard will not be required
- Understand that timecards submitted late and/or not approved by your supervisor will be processed during the next biweekly pay period

Employee Notifications, Part Two

- You must notify All-Temps during normal business hours (8 a.m. to 5 p.m.) of your availability for assignments or if your availability changes. If you do not contact All-Temps, you will not be considered for future temporary assignments
- By accepting a temporary assignment there is no obligation by the University to offer you regular full-time or part-time employment
- Understand that your pay rate can change with each new assignment
- Reminder: If you have not completed your onboarding tasks (Form I-9 Verification & CIC Plus: Tax Docs) you will not be able to submit timecards or be paid
- By law, your Form I-9 verification must be completed within three days of your start date - if it is not completed on time, your assignment will be suspended until completion

Required Trainings

Required training for all staff:

- **RespectEDU for Faculty & Staff: Title IX and Clery Act:**
Please note that access to this training is not available until 7-10 business days after your start date.
- **Information Security Awareness Training:** Login to **KnowBe4** through <https://training.knowbe4.com/lx/training>
- **FERPA Training:** Login to [KnowBe4](#)

Required per position:

- **Child Abuse Recognition and Reporting online course**
- **HIPAA training**
- **Environmental Health & Safety trainings**

Depending on your role, there may be additional trainings required (Remote/Flexible Work Training, PHI Workforce Training, Public Safety Awareness Training, etc)

All-Temps Evaluation

- Continued employment through All-Temps is dependent upon your satisfactory work performance, as well as the University's employment needs.
- You will be evaluated on the following:
 - Attendance
 - Punctuality
 - Initiative
 - Communication
 - Interpersonal skills
 - Customer service
 - Ability to learn new tasks
 - PC skills (if applicable)
 - Typing (if applicable)
 - Overall performance

End of All-Temps Assignment

- To be considered for new assignments once your assignment ends or if you are no longer interested in future assignments, **you must inform All-Temps of your availability**
- You are required to return all University issued property, including IDs
- Please make sure all timecards have been submitted at the end of the assignment

All-Temps ID Card

Panther Central, the University's ID Center, will reach out to you no later than the day of your Orientation, via email, with photo guidelines and instructions on how to pre-submit your photo.

Once Panther Central has generated your Panther Card, you will be notified via email and may then pick up your ID card at Panther Central in the Litchfield Towers on the Pittsburgh campus at your convenience. Panther Central is open 24 hours a day.

- Please wait 24 hours to allow your department and the system to update to reflect your employment
- It is the responsibility of your department to fill out the paperwork to add swipe access to your ID card for your department or building



Panther Central



- Located in Litchfield Towers lobby at intersection of Fifth Avenue and Thackeray Street; at street level, proceed up the stairs and into the lobby. Panther Central is located inside the lobby on the left.

University of Pittsburgh campus map is available at map.pitt.edu

Important Policies



Plan for Pitt 2028

The University's strategic plan, the **Plan for Pitt 2028**, helps to tell our story: who we are, what we value, where we're going, how we're getting there and why ***It's Possible at Pitt***.

It's a plan grounded in values, defined by excellence and focused on elevating our community's aspirations. This plan offers actionable and measurable initiatives and outcomes that invest in people and ideas, accelerate our momentum and ensure Pitt's best days lie ahead.

Through consultation with students, faculty, staff, alumni, supporters and partners, the **Plan for Pitt 2028** reflects our core values and is anchored by **five pillars** that will shape our future.

Cultivate Student
Success

Scholarship,
Creativity and
Innovation

Welcoming and
Engaged

Accountability
and Trust

It's Possible
at Pitt

The Plan for Pitt identifies how and where we want to improve, calling for:

- Adding institutional strengths and reputational drivers in the areas of academics, research and scholarship, and community service
- Leveraging our talent, knowledge and resources to pursue the moonshots that Pitt is uniquely positioned to accomplish
- Providing direction to Pitt's continued trajectory as an academic and a research powerhouse and a community anchor

Learn about the Plan for Pitt 2028 by visiting plan.pitt.edu

University Policies

- The University promotes a respectful work and academic environment
- The Office of Policy Development and Management administers the policy development process, manages policy publication and catalogs, and advises on policy-related inquiries and education
 - These policies, available at policy.pitt.edu, apply to all University faculty, staff, students, and individuals on University property
- The Staff Handbook provides University staff members with an overview of the University's best practices
 - University policies can be found in the OHR handbook at hr.pitt.edu/handbook

Family Educational Rights & Privacy Act (FERPA)

- FERPA is a federal law that pertains to the release of and access to students' educational records maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.
- Under FERPA, students have the right to:
 - Inspect and review their educational records;
 - Request to amend their educational records;
 - Have some control over the disclosure of information from their educational records
- Unless subject to an exception under 35 CFR § 99.31, the University must have written permission from the student in order to release any information in their educational records, including to parents.

Additional FERPA information available at studentprivacy.ed.gov/ferpa

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy and security of health-related personal information.
- HIPAA requires institutions that store, transmit, and manage personal medical information to have control over the confidentiality, integrity, and availability of this data.
- The University has established guidelines for complying with HIPAA and has established specific computer security controls that must be enacted on any University computer system that stores, transmits, or manages HIPAA data.

Additional HIPAA information available at compliance.pitt.edu/HIPAA

University Pay Transparency Policy

- Employees and applicants have the right to inquire about, discuss, and disclose their own compensation, or that of another employee or applicant, without fear of discharge or discrimination.
- The University of Pittsburgh will not take adverse action against any individual for engaging in these protected pay discussions.
- **Exception:** Employees whose essential job functions grant them access to others' compensation information are prohibited from disclosing that information to individuals who do not otherwise have access.
 - This restriction does not apply when disclosure is made:
 - In response to a formal complaint or charge
 - In furtherance of an investigation, proceeding, hearing, or action (including internal employer investigations)
 - As required to fulfill a legal duty to furnish such information

[View the University's Pay Transparency policy](#)

Personal Use of University Time and Property

- Personal cell phone use should not interfere with your work and should be kept to a minimum.
- The University's email address cannot be used for personal mail.
- Personal use of University resources is not permitted (photocopiers; local and long-distance telephone and fax services; mail services; supplies and equipment).

Driving

- All-Temps are not allowed to drive their own vehicle for work
- Temps are required to commute to and from work with their own vehicle or other transportation but cannot drive their own vehicle during work hours
- If your position requires you to drive, a motor vehicle report will be completed by the All-Temps team, and a University vehicle will be issued to you
- Temps cannot be reimbursed for mileage costs
- If you are asked to drive your own vehicle for work purposes, please contact All-Temps

University-Wide Closure and Class Cancellation Policy

- The Chancellor will make a decision in consultation with appropriate members of the University's administration
- When executing this policy, the Chancellor may decide to either:
 - Close the entire University, including cancelling all classes, events, and activities; or
 - Cancel classes at the University, but allow certain University events and activities to continue
- In instances when the University is not closed, University members (including all faculty, staff, temporary employees, and students) are urged to use their own discretion in deciding whether they can safely commute to the University

Note: Employees covered by collective bargaining agreements will be governed by those agreement terms.

*Read the University-Wide Closure and Class Cancellation Policy at
policy.pitt.edu/university-closure-and-cancellation*

A blue-tinted photograph of the Pittsburgh skyline. The PPG Place tower is the most prominent feature on the right side. In the background, a hill with a water tower is visible. The foreground is filled with various city buildings.

Payroll Department

payroll.pitt.edu

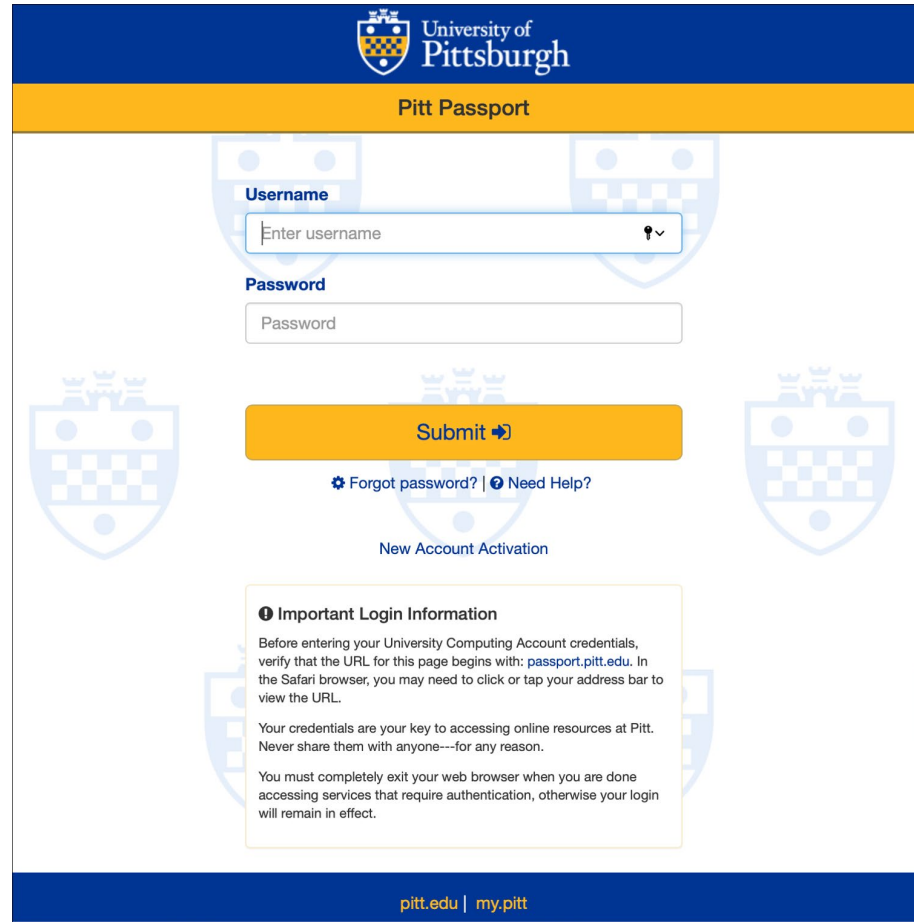
Pitt Worx

- All-Temps employees must keep track of time worked in Pitt Worx
- Weekly timecards must be submitted and approved by your supervisor before noon each Monday for the previous week
- If you did not work during the week, a timecard will not be required
- Timecards submitted late and/or not approved by my supervisor will be processed during the next biweekly pay period

Note: All-Temps pays through direct deposit only

Visit the Pitt Worx Hub at pi.tt/pittworx-hub

myPitt Portal



The screenshot shows the myPitt Portal login interface. At the top is a dark blue header with the University of Pittsburgh logo and name. Below this is an orange banner with the text "Pitt Passport". The main content area has a light blue background with a repeating pattern of the University of Pittsburgh crest. It features a "Username" label above a text input field with the placeholder "Enter username" and a dropdown arrow. Below that is a "Password" label above a password input field. A large orange "Submit" button with a right arrow is centered. Below the button are links for "Forgot password?" and "Need Help?". A link for "New Account Activation" is also present. A yellow-bordered box contains "Important Login Information" with instructions on URL verification and credential security. The footer is a dark blue bar with the text "pitt.edu | my.pitt".

University of Pittsburgh

Pitt Passport

Username

Enter username

Password

Password

Submit

[Forgot password?](#) | [Need Help?](#)

[New Account Activation](#)

Important Login Information

Before entering your University Computing Account credentials, verify that the URL for this page begins with: passport.pitt.edu. In the Safari browser, you may need to click or tap your address bar to view the URL.

Your credentials are your key to accessing online resources at Pitt. Never share them with anyone—for any reason.

You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

pitt.edu | my.pitt

Multifactor Authentication (Duo)

- Multifactor authentication, provided by Duo Security, adds another layer of security to your online accounts when using the myPitt portal
- Duo also prevents unauthorized access to your information and University data, including confidential retirement account details, pay statements, or direct deposit information

Getting Started with Duo

Get started in three easy steps:

- Decide what type of device or method to register as your primary means to authenticate
- Register your devices and/or method
 - Log in to the *Manage My Account* service via my.pitt.edu
 - Click *Login & Security* then *Add/Manage Pitt Passport Devices* and complete the steps
- Log in to a Pitt Passport service using the device you registered and select *Send Me a Push*, *Call Me*, or *Enter a Passcode*

*Set up multifactor authentication for your online accounts at
digital.pitt.edu/multifactor*

University of Pittsburgh Portal

Student, Faculty, and Staff Resources

Student, Faculty, and Staff Resources



Remote Learning, Teaching, and Work Resources



Student Services



Faculty Services



Staff Services



Most Popular



Pitt Email
Outlook



PeopleSoft/HighPoint CX
HighPoint Campus Experience



Pitt Worx
Pitt Worx Login



Canvas
Learning Management System



PeopleSoft Student Information System
PeopleSoft



PittPay
Student Payment Center



The PantherExpress System
Jaggaer/SciQuest



OneDrive
Microsoft Office 365



Concur Travel & Expense
Concur



eSignature Service
DocuSign



Housing and Dining Information
Panther Central

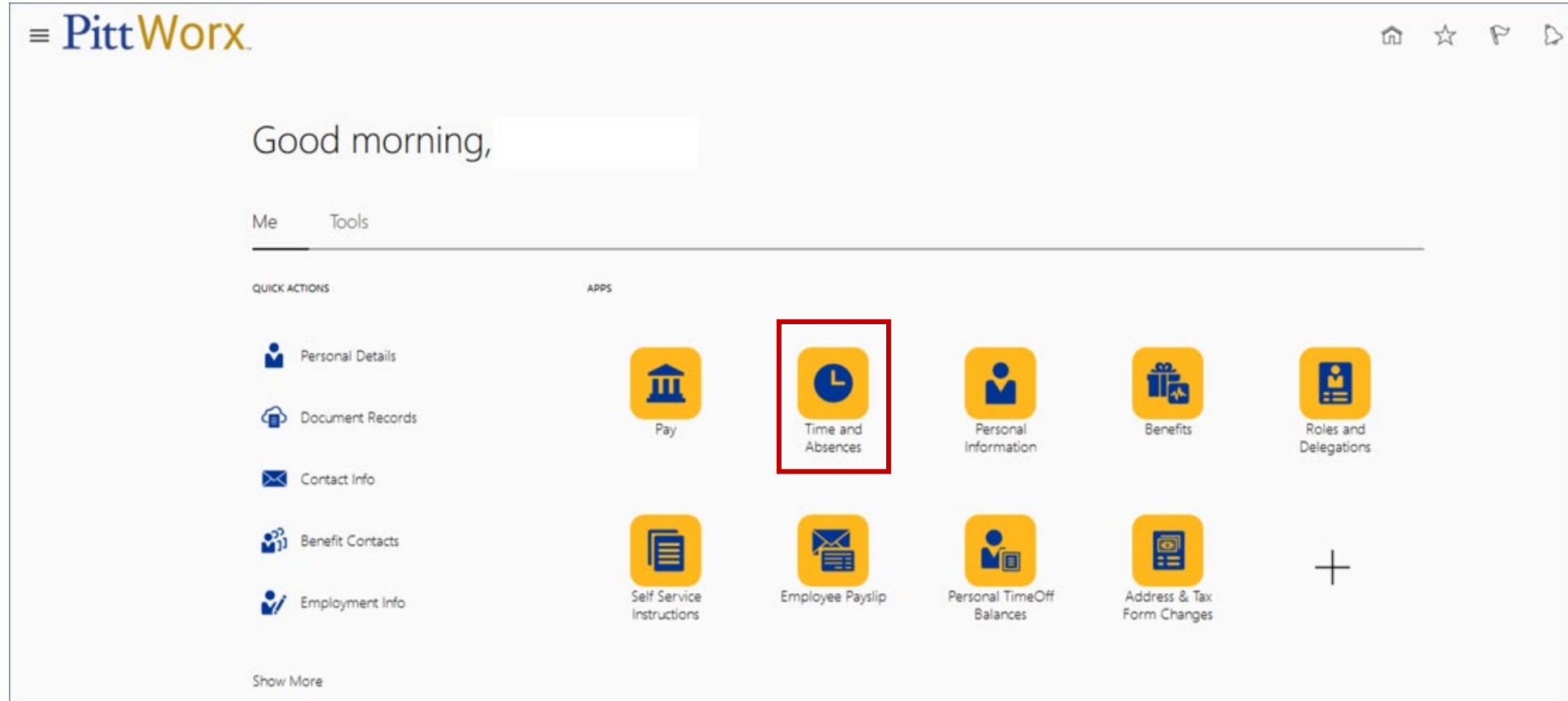


ZOOM

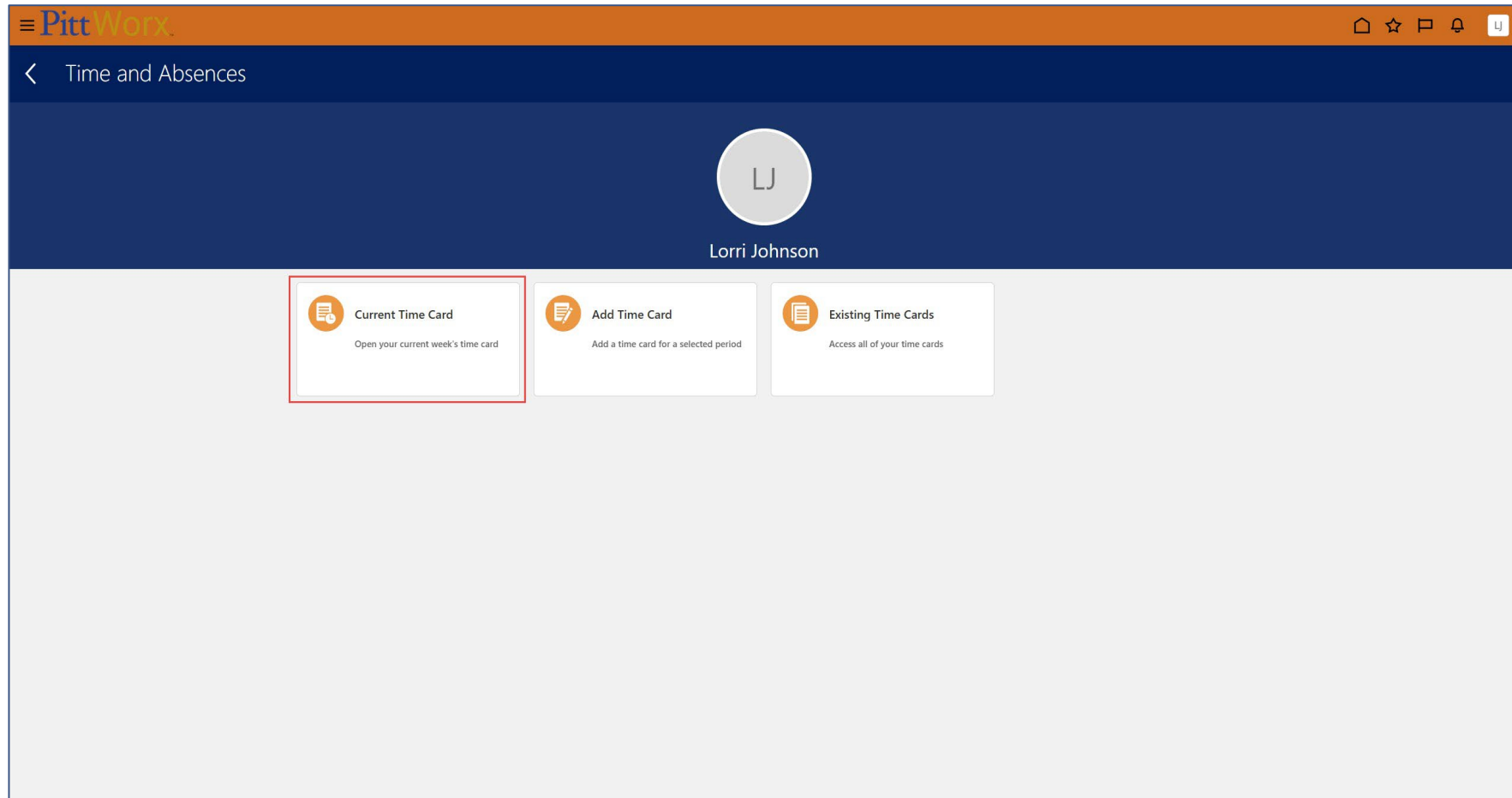


[See more](#)

Pitt Worx Employee Self-Service



Current Timecard in Pitt Worx



Timecard Entries in Pitt Worx

 **Lorri Johnson** Entered
Staff Purchasing Specialist I

Cancel Print Save and Close Save Submit

Person Number 186799 Time Card Period 6/1/25 to 6/7/25

6/1/25 - 6/7/25		Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	
EIT Task Entry *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Default - Beano Cook	H-Hours Worked		7.5	7.5	7.5	7.5	7.5		37.5 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours
8									0 hours
9									0 hours
10									0 hours
11									0 hours
12									0 hours
13									0 hours

Absence Balances in Pitt Worx

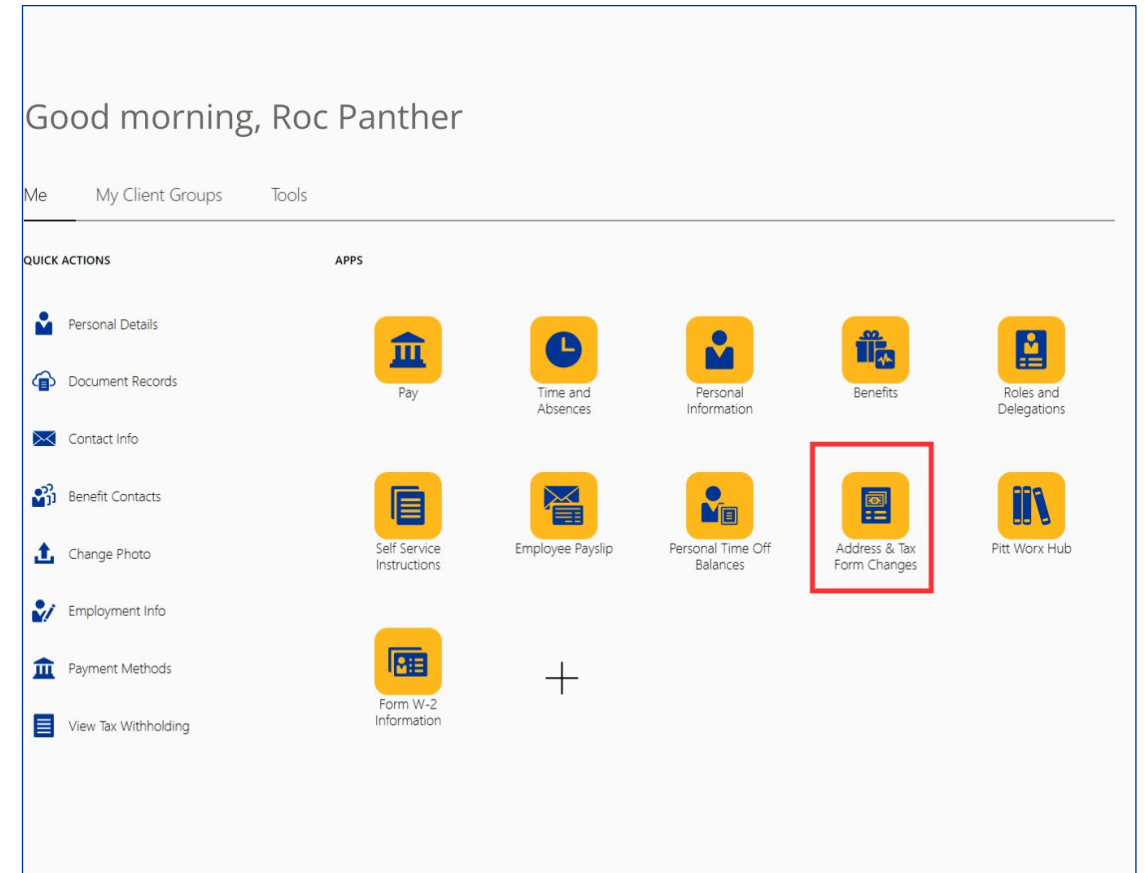
The screenshot displays the Pitt Worx interface for Lorri Johnson, a Staff Purchasing Specialist I. The main window shows a time card for the period 6/1/25 to 6/7/25. A dropdown menu is open, highlighting the 'View Absence Plan Balances' option. An inset window shows the detailed absence plan balances for Lorri Johnson, with a red circle highlighting the 'Absence plan balances' section.

Absence plan balances

	As of Today	Last Calculation Date
Comp Time Accrued	2.5 Hours	Calculated on 6/2/25
Holiday Worked Accrued	0 Hours	Calculated on 6/2/25
Personal Time	7.5 Hours	Calculated on 2/1/25
Recess Worked Accrued	0 Hours	Calculated on 6/2/25
Sick Time	186.86 Hours	Calculated on 2/1/25
Vacation	101.83 Hours	Calculated on 2/1/25

Online Residency Certification Form

- You must list your permanent address; P.O. boxes are not permitted
- Local taxes are calculated based on the address in the system
- Your annual W-2 tax form will be sent to your address on record
- Address can be changed in the “Address & Tax Form Changes” section of Pitt Worx Employee Self-Service



Form W-4

- You can make a change to your Form W-4 at any time through your Employee Self-Service through Pitt Worx
- To make changes to your Form W-4, visit Pitt Worx and click the "Address & Tax Forms Changes" button.
- After you submit your change, please be sure to review your next pay statement; it is important you do a review to ensure the correct amount of taxes are withheld

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		2020		
		▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
	City or town, state, and ZIP code			
	(c) ☐ Single or Married filing separately ☐ Married filing jointly (or Qualifying widow(er)) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.				

Review Form W-4 updates at payroll.pitt.edu/announcements/form-w-4-updates-after-112020

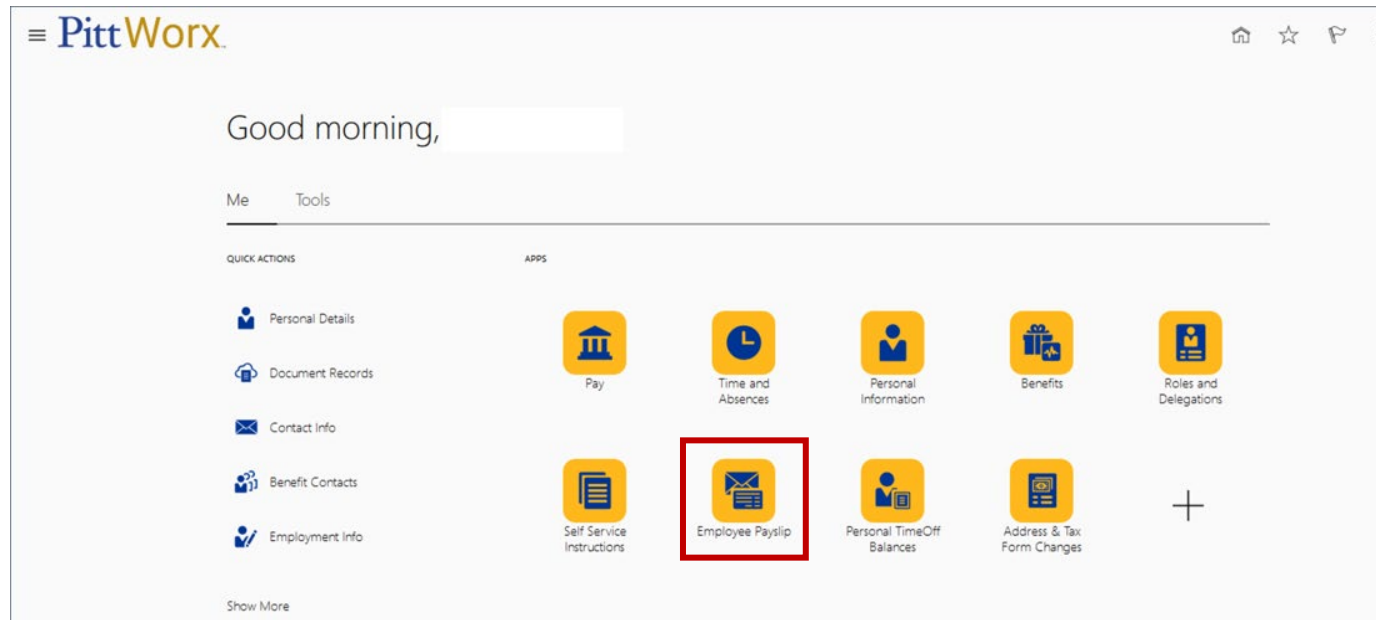
Electronic Form W-2: Employee Consent

- You have the option to view and receive your Form W-2 (IRS Wage and Tax Statement) electronically.
- You will have the ability to opt in for electronic Forms W-2 on the next business day after your first pay date; however, you must have a permanent social security number on file. Refer to the [opt-in instructions](#) on the Payroll website for more information.
- To opt in or to access your electronic Form W-2 through Pitt Worx as an active employee: log into the [my.pitt.edu](#) portal, select “Pitt Worx” from the task list, then select “Form W-2 Information” from the “Me” section of the homepage.
- To opt in or to access your electronic Forms W-2 directly through ADP: follow the detailed [ADP access instructions](#) on the Payroll website.
 - You must go through ADP directly if you do not have Pitt Worx access due to inactive status, termination, or if there is a Pitt Worx outage.
 - Active employees can also access Forms W-2 directly through ADP but have the additional option of going through Pitt Worx as described above.
- Benefits of receiving an electronic W-2 form:
 - **Safe.** Reduces the risk of identity theft, reduces the risk of a Form W-2 being lost in the mail, secures your personal information.
 - **Fast.** Electronic W-2 forms will be available before mailed forms. Employees will be notified in Pitt Worx when their W-2 is available to view and print.
 - **Accessible.** W-2 statements will be accessible in Pitt Worx whenever necessary by all active employees.
 - **Green.** Help us advance our sustainability goals. If electronic consent is provided, a paper W-2 form will not be printed and mailed.

Visit the Payroll website to learn more about the electronic Form W-2 and how to opt in at [payroll.pitt.edu/employee-self-service/electronic-form-w-2-access-and-consent-opt-paperless](#)

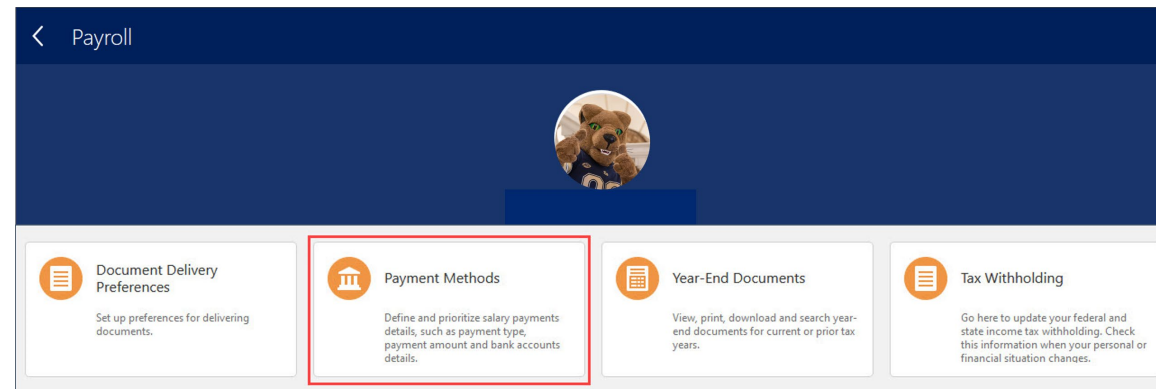
Accessing Your Online Pay Statement

- Pay statements can be accessed in the Pay section of Pitt Worx Employee Self-Service
- Available on pay day (payroll.pitt.edu/schedules-deadlines/biweekly-pay-schedule)
- View statements up to three years prior
- Lists earnings and deductions



Online Direct Deposit Form

- Direct deposit is **mandatory for all new hires**
- You may add and edit personal payment information, including payment methods and your bank account details, within the Pitt Worx system
- After logging into Pitt Worx, select “Pay” under the Apps section of the “Me” page
- Please note that **direct deposit is the only supported payment method**
- If you remove your personal payment information from Pitt Worx, **your paycheck will no longer be paid via direct deposit**; you will receive a check



All-Temps Benefits

benefits.pitt.edu



Front-Loaded Sick Time

- Newly-hired temporary employees will receive five front-loaded sick days 30 days after their start date
- If a temporary assignment extends beyond a year, any remaining sick time will be zeroed out on the anniversary date of their assignment, and the temporary employee will be allotted five new front-loaded sick days
- Sick time balances can be viewed on Pitt Worx, under the "Personal Time Off Balances" section, and will be listed as "Special Sick Time"
- Temporary employees do not accrue any additional paid time off
- Sick time is not a payable benefit to temporary employees upon termination
- Union-represented employees should consult their Collective Bargaining Agreement

Sick Time Usage

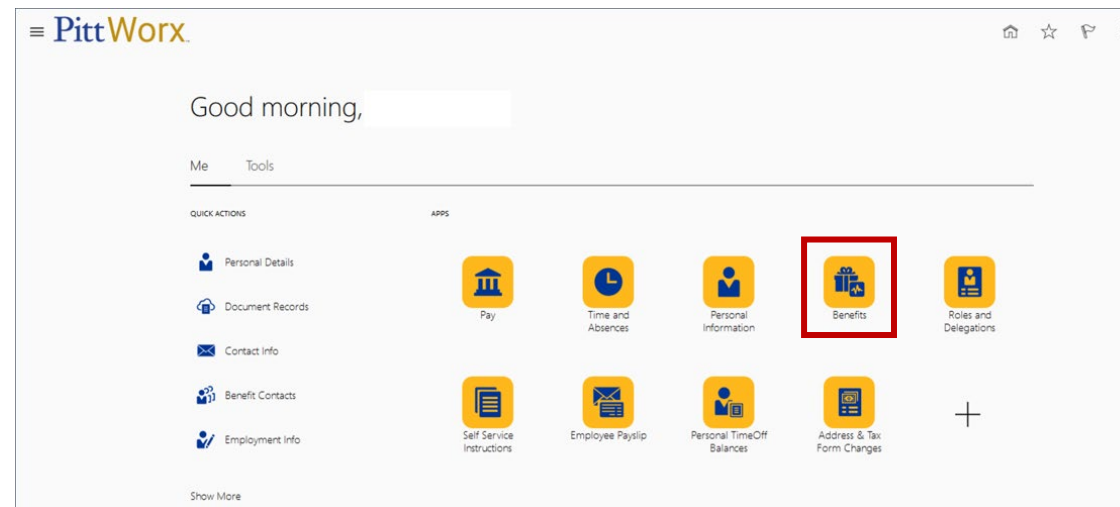
- Sick time can be used as defined in the [Staff Handbook](#).
- Sick time can be used for an employee illness that requires home/health facility care or for a doctor's appointment
- Care of an ill spouse, parent, child, or dependent
- Not to be used for non-medical reasons
- Use "Special Sick Time" hours type on timecard

Health Insurance Benefits

- All-Temps employees may qualify for benefits under the Affordable Care Act in one of two ways:
 - To be eligible for coverage immediately, the department must indicate they expect your assignment to be at least 90 days long AND at least 30 hours a week. If so, you will be eligible for the Panther HDHP plan with an optional Health Savings Account (HSA).
 - If not eligible for coverage immediately, in compliance with the Affordable Care Act (ACA), individuals who are working an average of 30 or more hours of service per week during their applicable measurement period (12 months) will be offered the Panther HDHP medical plan with an optional Health Savings Account (HSA).
- If your assignment meets the criteria above, the Benefits Department will notify you of your eligibility to enroll via your Pitt email.

Retirement Savings Plan

- Defined Contribution Plan (403b Plan) – supplemental only; not eligible for matching University contributions
- Employee makes contributions – a percentage of biweekly pay
- Balance of the account depends on the returns from investments and the funds contributed over time
- Eligibility to contribute begins the first of the month following 30 days of employment



LinkedIn Learning at Pitt

- LinkedIn Learning at Pitt provides free & unlimited access to thousands of online educational videos.
 - Create and share playlists of your favorite courses
 - Keep track of your course history
 - Bookmark your favorite courses and even specific points within videos
 - Earn certificates of completion
 - Watch videos on your computer or any mobile device

*To get started, log in with your Pitt credentials at
[linkedin.com/learning](https://www.linkedin.com/learning)*

Environmental Health and Safety

ehs.pitt.edu



Department of Environmental Health and Safety

- EHS is committed to keeping the campus safe by providing occupational training, providing health and safety resources, and more to the Pitt community
- Services include:
 - Fire prevention & life safety
 - Hazardous materials and waste
 - General safety and accident investigation
 - Training and education
 - Regulatory compliance

Additional information is available at ehs.pitt.edu

Public Safety Department

police.pitt.edu



Public Safety Department Info

- How to contact the Pitt Police:
 - **Emergency/Anonymous tip phone line:** 412-624-2121
 - **Administration phone line:** 412-624-4040
 - Explore the Emergency Event website for students and staff at emergency.pitt.edu
 - Email Pitt Police at police@pitt.edu
 - Online at: safety.pitt.edu/police
- Mini-stations are available at:
 - Forbes Avenue, under the stairs entering Lawrence Hall
 - Lobby of Sutherland Hall (upper campus – Sutherland Drive)
 - Bouquet Gardens, Building J
- Training
 - The new [Public Safety Training Module](#) is now available to guide Pitt community members through various public safety and emergency situations.

Public Safety Department Resources

- Stay safe around campus!
- Look for the blue EMERGENCY lights around campus
- Call the SafeRider program at 412-648-CALL (2255)
- Access shuttle services at pittshuttle.com
- Explore all services and resources available to the Pitt community at safety.pitt.edu



Pitt Concern Connection Video

The logo features the text "PITT CONCERN CONNECTION" in bold, blue, sans-serif capital letters. The text is centered within a yellow rectangular box. This box is overlaid on a dark blue background that contains several overlapping, semi-transparent speech bubble shapes in shades of blue and yellow.

**PITT
CONCERN
CONNECTION**

Pitt Concern Connection

What is Pitt Concern Connection?

- Pitt Concern Connection is available to the Pitt community to raise concerns and ask questions on many ethics and compliance topics – including Title IX, workplace discrimination, financial controls, and more – to help create a stronger, safer University community. [Watch a brief introduction video.](#)

Ask a Question

- If you have a question, you can ask anonymously and confidentially. You will be given a case number and password to check the status of your question.

Report a Concern

- The University of Pittsburgh wants to hear from you. This system makes it easy to report a concern, and you can do so anonymously.

Check Status

- You can check the status of your report or question using the access number and password you created when you submitted the report or question.

Website: pi.tt/concern

Call: 800-468-5768

Text: 888-708-2722

PittSAFE Mobile Safety App



- Emergency Assistance
 - Call Pitt Police directly/access 911 emergency services
 - Mobile BlueLight emergency assistance
 - Pitt Alerts and emergency notifications
 - Emergency guidelines and preparedness resources
- Personal Safety Tools
 - Safety Timer for personal check-ins
 - Friend Walk to share your location with trusted contacts
 - Virtual Walkhome feature
 - Send an “I’m OK!” notification to friends and family
- Reporting and Communication
 - Report a Tip and Live Chat with Pitt Police
- Campus Resources, Alerts and Notifications



Visit the [Using the PittSAFE Mobile Safety App](#) how-to-guide

**Office of
Institutional
Engagement
and Wellbeing**
wellbeing.pitt.edu

What is Pitt Wellbeing?

The **Office for Institutional Engagement & Wellbeing** is a new office that brings together resources central to four main areas:

- ▶ Accessibility, Community & Culture
- ▶ Bias & Harassment Response
- ▶ Disability & Religious Accommodations
- ▶ Sexual Misconduct Prevention

Pitt Wellbeing's goal is to maintain the University's reputation as a world-leading institution of higher learning, an employer of choice and an economic driver for the Pittsburgh region.



Units That Make Up Pitt Wellbeing

- Civil Rights & Title IX
- Disability Resources & Services
- Engagement & Wellbeing Programs
- Sexual Violence Prevention & Education
(Prevention at Pitt)

Preventing Bias and Harassment

The University is committed to **maintaining an environment free from discrimination and harassment** based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran (protected characteristics).

The Office for Civil Rights & Title IX also aids with obtaining **religious and pregnancy accommodations** for the University community.

Contact Us: titleixcoordinator@pitt.edu
pitt.ly/TitleIX

Plan for Pitt: Pillar 3

We will be welcoming and engaged.

As a place-based institution, we will hold fast to our roots and responsibilities in the communities of western Pennsylvania as we strive to have a powerful, positive effect on the world around us:

- Represent the communities we serve and expand opportunities.
- Cultivate belonging and a welcoming culture.
- Be an employer of choice.

University Policies and Practices

The **Nondiscrimination, Equal Opportunity, and Affirmative Action Policy**, **Sexual Misconduct Policy**, and **Interim Title IX Policy** each apply to all University faculty, staff, students, and/or individuals on University property.

The **Sexual Misconduct** and **Interim Title IX Policies** cover:

- Denial of access to benefits or services based on sex or gender
- Disparate treatment based on pregnancy
- Sexual violence
- Sexual harassment
- Relationship violence
- Stalking

The **Nondiscrimination, Equal Opportunity & Affirmative Action Policy** covers:

- Harassment based on protected characteristics
- Discrimination based on protected characteristics
- Retaliation related to reporting incidents of discrimination and discriminatory harassment

Bias Incident Response and Resolution

Upon receiving reports of bias incidents, the Office of Civil Rights & Title IX **reviews** each report, **responds** with prompt outreach, **resolves** the incident through institutional measures, and **remedies** the effects of the incident.

Resolution options include:

- **Informal report** recording to analyze hostile environments
- **Informal Resolution** – non-disciplinary, flexible, educational approach to resolving incidents
- **Formal Resolution** – a request for an institutional investigation to determine if a policy violation occurred with potential sanctions

Remedies are offered through **supportive measures** and **accommodations** such as:

- Academic or workplace accommodations
- Housing accommodations
- Mutual no-contact orders
- Access restrictions (pending resolution)
- Connection to University resources such as counseling and health services
- Connection to external resources such as PAAR

Sexual Misconduct Prevention

PREVENTION AT Pitt

Resources include

- SAFE Peer Educators
- Circle Up! conversation circles
- SetPoint self-defense training
- PAAR drop-in hours
- Prevention programming/events
- Training & development for faculty/staff/students

Prevention at Pitt works to reduce sexual violence at Pitt and better support the survivors in our community through dialogue-oriented prevention, community partnerships, innovative research, and centering student voices.

Get involved: pitt.ly/prevention

LGBTQIA+ Support and Allies

The University of Pittsburgh is committed to supporting and sustaining a welcoming campus environment that values and embraces the diverse perspectives of all community members, their families, friends and allies.

The University offers resources for LGBTQIA+ faculty and staff and their allies, including opportunities for community engagement, networking and wellbeing support.

Find links to University policies (including those related to health care and gender transition), information about single-occupancy restrooms, and more at:

lgbtq.pitt.edu

Accessibility and Disability

Disability Resources & Services (DRS) partners with individuals with disabilities and the University community to provide equal access to employment, classes, programs, and activities.

Our vision is to become the most inclusive University possible, where individuals with disabilities are integrated as completely as possible, empowering them to achieve their greatest potential.

If at any point in your employment you experience a medical condition that you believe substantially limits one or more major life activities, you may have a qualifying disability.

If you believe a reasonable accommodation is needed due to this condition in order to perform the essential functions of your job, please reach out to DRS to begin the interactive process.

drs.pitt.edu

- **Pitt is the only institution of higher learning in the U.S. that has been named a Leading Disability Employer for two years in a row**



Digital Accessibility

There are 6,000 faculty and 9,000 staff at the University of Pittsburgh. Our mission is to create a digital environment that they can all freely, independently, and easily access.

Making our material digitally accessible benefits everyone. Though it is primarily aimed at those with disabilities, anyone can benefit from universal, accessible design:

- Providing captions on videos
- Designing with high color contrast
- Adding alt text to images
- Using heading structure when writing content

Accessible technology includes web pages and online content, instructional content posted on Canvas, and hardware and software

Get started with digital accessibility!

- Visit pitt.ly/DigitalAccess
- Use [online tools and apps](#) (such as DubBot, Microsoft Accessibility Checker, and others) to evaluate the accessibility of websites and documents
- Email accessibility@pitt.edu for a consultation

Pitt Communities

Pitt Communities are networking groups of like-minded people united by a common purpose or interest.

These resource groups are open to everyone and play a vital role in ensuring an inclusive campus environment where all are valued, included, and empowered to succeed.

Watch calendar.pitt.edu for events on campus supported by our Pitt Communities!

Some Pitt communities:

- Chinese Affinity Group
- Chayim B’Pitt (Pitt Jewish Community)
- Equipoise (Black/African American)
- Hispanic and Latino Professional Association
- Intergroup Dialogue
- Pitt Adoption Community for Education
- Pitt Disability Community
- Pitt Muslim Affinity Group
- Pitt Parenting Community
- Pitt Queer Professionals (PQP)
- Veterans Affinity Group
- Women’s Affinity Group

Your Voice Matters!

All community members are encouraged to report incidents of discrimination, harassment and bias.

Responsible reporters, which includes most faculty and staff, are required to report incidents of sexual misconduct to the Office for Civil Rights & Title IX.

Reports can be made by submitting a report on the **Pitt Concern Connection website** (pi.tt/concern) or calling 800-468-5768.

The University prohibits retaliation against any person who makes a claim of discrimination or harassment or who participates in an investigation.

Reports may be made anonymously.

Pitt Concern Connection

- Website: pi.tt/concern
- Phone: 800-468-5768
- SMS/Text: 888-708-2722

In Case of Emergency: Pitt Police

- Website: police.pitt.edu/submit-tip
- Email: police@pitt.edu
- Phone: 412-624-2121

PittSAFE Mobile Safety App

- Available for mobile devices

How to Find Pitt Wellbeing:

Office of the Vice Chancellor Civil Rights & Title IX

18th Floor
Cathedral of Learning

- wellbeing@pitt.edu
- 412-648-7860
- wellbeing.pitt.edu

Disability Resources & Services

140 William Pitt Union

- drsrecep@pitt.edu
- 412-648-7890
- drs.pitt.edu

Sexual Violence Prevention & Education

31st Floor
Cathedral of Learning

- PittPrevention@pitt.edu
- pitt.ly/prevention
- PAAR Walk-In Hours:
Advocates from Pittsburgh
Action Against Rape are
available to support student,
faculty, and staff at the
Prevention at Pitt office, 10
a.m. to 4:30 p.m. Wednesdays

Social media
@pittwellbeing



Post-Orientation Resources

New to Pitt?

- Discover essential resources for new employees, including transportation and commuter info, on-campus committees and groups, work-life balance resources, and more at hr.pitt.edu/onboarding/first-six-months/university-resources

Stay Connected:

- View upcoming events happening either on campus or virtually: calendar.pitt.edu/

All-Temps Post-Orientation

- As you settle into your new position, it's time to check some things off your to-do list. Navigate to hr.pitt.edu/onboarding/orientation-first-week to find everything you need to consider as a new employee. This is your one-stop shop for everything recruiters went over in orientation.





University of
Pittsburgh

Office of
Human Resources

Office of Human Resources

Thank you for attending orientation today!

Share your experience and tell us how we did by taking this brief survey:

pi.tt/alltemps-survey

We appreciate your feedback!

Contact Us

Office of Human Resources

200 South Craig Street

Pittsburgh, PA 15260

8:30 a.m. to 5 p.m.

412-624-7000

hr.pitt.edu

hr.pitt.edu/contact-ohr

Jared Lanza

Manager, All-Temps

Corey Bowlby

Senior Recruiter, All-Temps

Jenny French

Recruiter, All-Temps

Nina Matheson

Recruiter, All-Temps

Nate Harvey

Recruiting Assistant, All-Temps

Jen Harlacher

Recruiting Assistant, All-Temps



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