

# All-Temps Orientation

Office of Human Resources  
University of Pittsburgh

# Orientation Agenda

- All-Temps Overview
- Important Policies
- Payroll Department
- All-Temps Benefits
- Office for Equity, Diversity, & Inclusion
- Environmental Health & Safety and Public Safety

# All-Temps Overview



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# Employee Notification

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
- Time cards must be approved by your direct supervisor before 12 noon each Monday
- If you did not work during the week, a timecard will not be required
- Understand that time cards submitted late and/or not approved by your supervisor will be processed during the next bi-weekly pay period

# Employee Notification

- Changes to address and telephone number should be made through Employee Self-Service in Pitt Worx
- You must notify All-Temps during normal business hours (8:00 a.m. to 5:00 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
- Understand that continued employment through All-Temps is dependent upon satisfactory work performance and the University's employment needs
- 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

# 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
  - PC skills (if applicable)
  - Typing (if applicable)
  - Ability to learn new task
  - 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

You are required to obtain your All-Temps photo ID card via Panther Central, located in the lobby of Litchfield Towers

- To obtain your Panther Card, you must go to Panther Central's website and upload a photo for your ID; **Panther Central is not allowing in-person visitors for IDs at this time**
- 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 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](http://map.pitt.edu)*

# Important Policies



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# Plan for Pitt

The University's strategic plan, the Plan for Pitt, gives students, faculty and staff the **opportunities and environment needed to thrive**. The plan prioritizes **inclusion – building channels for connection and collaboration within a community that is vibrant in voice, identity and experience**. It also **advocates for autonomy, recognizing the importance of pursuits and perspectives that break barriers**. Our values shape who we are today and where we are going next:

Academic Excellence	Collaboration	Innovation	Inclusion	Sustainability	Community
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**The University's mission focuses our success in three areas:**

<b>Our People</b> <i>Who we are</i> We are a diverse community of scholars, learners, partners and leaders dedicated to a common cause: the pursuit of knowledge.	<b>Our Programs</b> <i>What we do</i> Our initiatives and operations fuel opportunities of the highest quality in three key areas: academic excellence, research and scholarship, and community service.	<b>Our Purpose</b> <b>The difference we make</b> We improve lives and communities – at every scale – by creating knowledge and leveraging our expertise to tackle some of society's greatest and most pressing challenges.
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**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
- Enhancing the University's capacity to help improve lives, systems and communities
- Nurturing opportunities for Pitt community members to grow individually and to collectively create, use and share knowledge

Learn about the Plan for Pitt by visiting [plan.pitt.edu](http://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](https://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](https://hr.pitt.edu/handbook)

# COVID-19 Guidance for the Pitt Community

The Standards and Guidelines that are in place to keep our community as safe and healthy as possible apply to all University members, including all visitors, when on University property.

## On-Campus Health and Safety Practices

**Face Coverings:** The University's requirements for face coverings are consistent with CDC guidance. **Masks are required indoors** (campus buildings and shuttles) on all campuses **when the COVID-19 community level is high**. When the community level is medium or low, masks are optional indoors on all campuses. **Anyone is welcome to wear a face covering indoors or outdoors based on their own comfort level.**

**Hand Hygiene:** **Hand sanitizing stations are located around campus** for the University community. It is encouraged that you **wash your hands thoroughly and often**, as well as **clean high-touch areas in your workspace frequently**.

## Vaccination Requirement

**All University of Pittsburgh students, faculty and staff on all campuses must be vaccinated against COVID-19** or have received an approved exemption to remain a community member. To be fully vaccinated an individual **must have completed a primary COVID-19 series of vaccine doses** as authorized or approved by the FDA or WHO. Exemption requests will be reviewed on a case-by-case basis by the Office for Equity, Diversity, and Inclusion (OEDI).

## COVID-19 Testing

Testing is recommended for all who become symptomatic after exposure to someone with COVID-19, including vaccinated individuals. University members who are granted an exemption **will be subject to additional mitigation measures, such as routine COVID-19 testing**, as directed by the CMRO.

Stay informed of any and all possible changes to University requirements by visiting [coronavirus.pitt.edu](https://coronavirus.pitt.edu)

# 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*  
**[www2.ed.gov/policy/gen/guid/fpco/faq.html](http://www2.ed.gov/policy/gen/guid/fpco/faq.html)**

# 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 [pitt.edu/HIPAA](http://pitt.edu/HIPAA)*



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# 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
- 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 are required to commute to and from work with their own vehicle or other transportation but cannot drive their own vehicle during work hours
- 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, 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](https://policy.pitt.edu/university-closure-and-cancellation)



# Payroll Department

[payroll.pitt.edu](http://payroll.pitt.edu)



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# 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
- Time cards submitted late and/or not approved by my supervisor will be processed during the next bi-weekly pay period

**Note:** All-Temps pays through direct deposit only

Visit the Pitt Worx Hub at [pi.tt/pittworx-hub](https://pi.tt/pittworx-hub)

## Pitt Passport

## Username

## 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](https://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](https://pitt.edu) | [my.pitt](https://my.pitt.edu)

# University of Pittsburgh Portal

# Multifactor Authentication (Duo)

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

# Multifactor Authentication (Duo)

Get started in 3 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](https://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  
[technology.pitt.edu/multifactor](https://technology.pitt.edu/multifactor)*



# University of Pittsburgh Portal

**Student, Faculty, and Staff Resources**

 <b>Daily COVID-19 Health Check</b> <i>Login Required (All Campuses)</i>	 <b>Daily COVID-19 Health Check</b> <i>Public/Guest (All Campuses)</i>	 <b>Check Compact Status</b> <i>Login Required (All Campuses)</i>
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Student, Faculty, and Staff Resources

 <b>Remote Learning, Teaching, and Work Res...</b> <i>(All Campuses)</i>	 <b>Student Services</b> <i>(All Campuses)</i>	 <b>Faculty Services</b> <i>(All Campuses)</i>	 <b>Staff Services</b> <i>(All Campuses)</i>
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**Most Popular**

 <b>Pitt Email</b> <i>Outlook (All Campuses)</i>	 <b>Student Center</b> <i>PeopleSoft (All Campuses)</i>	 <b>Pitt Worx</b> <i>Pitt Worx Login (All Campuses)</i>	 <b>Access the Student Information System</b> <i>PeopleSoft (All Campuses)</i>
 <b>Daily COVID-19 Health Check</b> <i>Login Required (All Campuses)</i>	 <b>Canvas</b> <i>Learning Management System (A...</i>	 <b>PeopleSoft Mobile</b> <i>PS Mobile (All Campuses)</i>	 <b>Access pitt.box.com</b> <i>Box (All Campuses)</i>
 <b>The PantherExpress System</b> <i>Jaggaer/SciQuest (All Campuses)</i>	 <b>ZOOM</b> <i>(All Campuses)</i>		

[See More](#)



# Pitt Worx Employee Self-Service

The screenshot displays the Pitt Worx Employee Self-Service portal. At the top left, the logo "PittWorx" is visible. The main heading reads "Good morning," followed by a blurred name. Below this, there are tabs for "Me" and "Tools". The interface is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists: Personal Details, Document Records, Contact Info, Benefit Contacts, and Employment Info. The "APPS" section features a grid of icons for: Pay, Time and Absences (highlighted with a red box), Personal Information, Benefits, Roles and Delegations, Self Service Instructions, Employee Payslip, Personal TimeOff Balances, and Address & Tax Form Changes. A "Show More" link is located at the bottom left of the apps grid.

# Time Cards in Pitt Worx

The screenshot displays the Oracle Pitt Worx interface for viewing existing time cards. The top navigation bar includes the Oracle logo and utility icons. The page title is 'Existing Time Cards'. A user profile icon is visible on the left. The main content area features a 'Time Cards' section with an '+ Add' button. A dropdown menu is set to 'Last 5 time cards'. The table below lists two time cards:

Star	Period	Status	Actions
☆	9/6/20 - 9/12/20 Total Hours:37.5 Absence Hours:7.5	Approved	...
☆	9/13/20 - 9/19/20 Total Hours:29.5 Absence Hours:15	Approved	...

# Time Cards in Pitt Worx

Entries

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**\*EIT Task Entry**  
test - TaurasiTEST, Diana

**\*Hours Type**  
H-Hours Worked

**Periodicity**  
Hourly

**\*Select Dates**  
9/7/20  
1 day selected

**\*Quantity**  
7.50

[Add another date](#)

**Comments**

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**OK** **Cancel**

# Form W-4

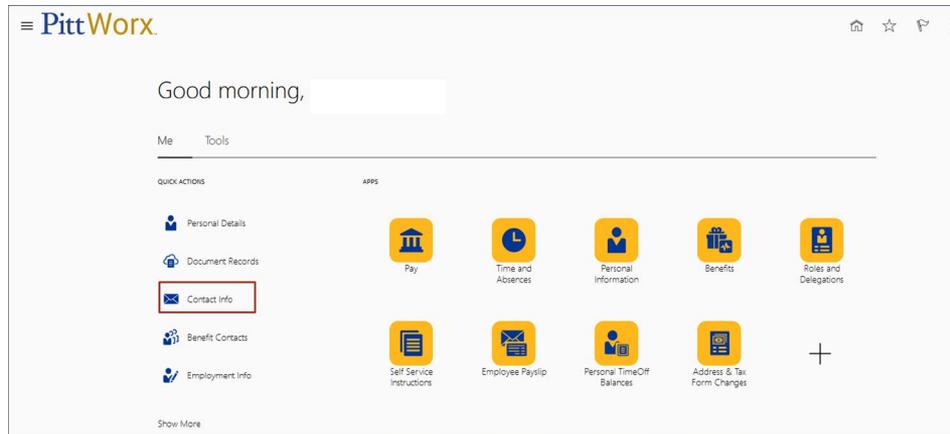
- Anyone hired or requesting a change January 1, 2020 or after must complete the new 2020 Form W-4; if you do not complete a new form, the default is Single
- After you submit your change, please be sure to review your next pay statement; it is important you do a review to ensure the correct amount of taxes are withheld
- If you need to make additional changes, the IRS permits you to update your Form W-4 at any time throughout the year; you can update your filing status and allowances through Employee Self-Service

Form <b>W-4</b>	<b>Employee's Withholding Certificate</b>	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	▶ 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.	<b>2020</b>
<b>Step 1:</b> <b>Enter Personal Information</b>	(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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> 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)	
<b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> 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/new-2020-form-w-4-employees-withholding-certificate](https://payroll.pitt.edu/new-2020-form-w-4-employees-withholding-certificate)

# 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 “Contact Info” section of Pitt Worx Employee Self-Service



# Electronic Form W-2: Employee Consent

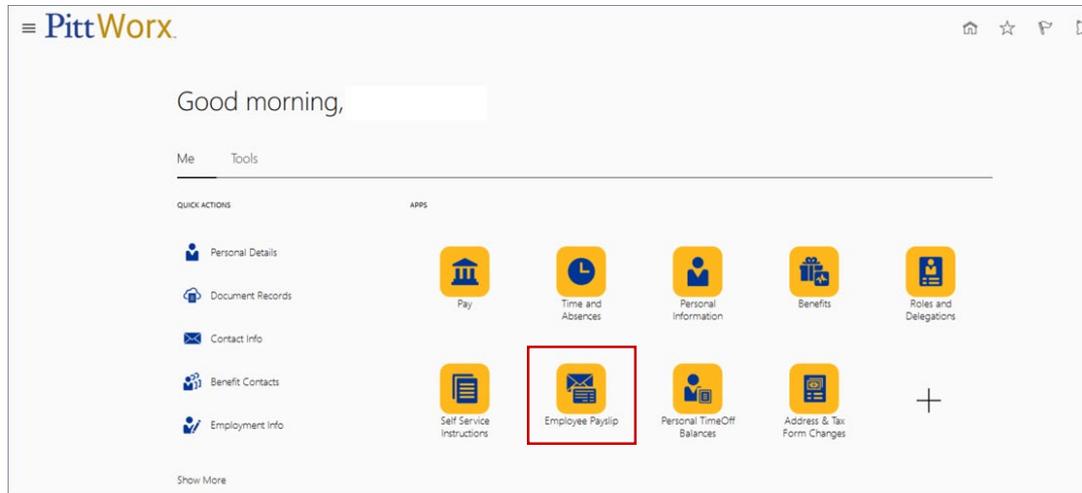
- The Payroll Department is excited to announce that you now have the option to receive your Form W-2 (IRS Wage and Tax Statement) electronically. You will have the option to go paperless 45 days after your date of hire and opt in to review your Form W-2 electronically in Pitt Worx.
- To opt in, log 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.
- 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 2021 W-2 form will not be printed and mailed.

*Visit the [Payroll website](https://payroll.pitt.edu/electronic-2021-form-w-2-employee-consent-needed/) to learn more about the electronic Form W-2 and how to opt in at [payroll.pitt.edu/electronic-2021-form-w-2-employee-consent-needed/](https://payroll.pitt.edu/electronic-2021-form-w-2-employee-consent-needed/)*



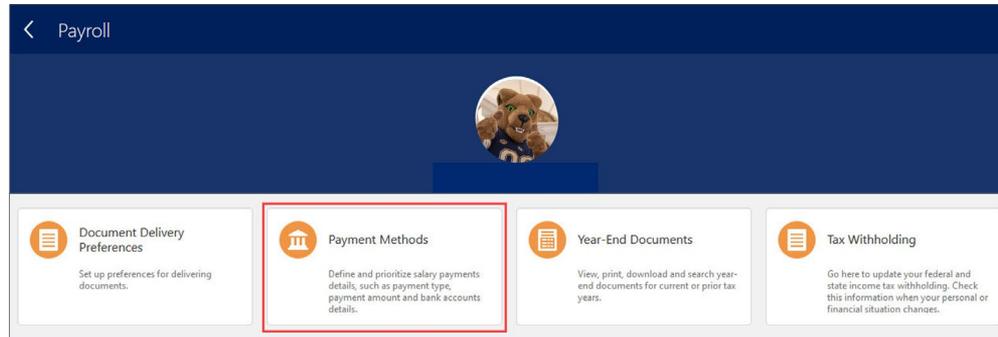
# Accessing Your Online Pay Statement

- Pay statements can be accessed in the Pay section of Pitt Worx Employee Self-Service
- Available on pay day
- View statements up to 3 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

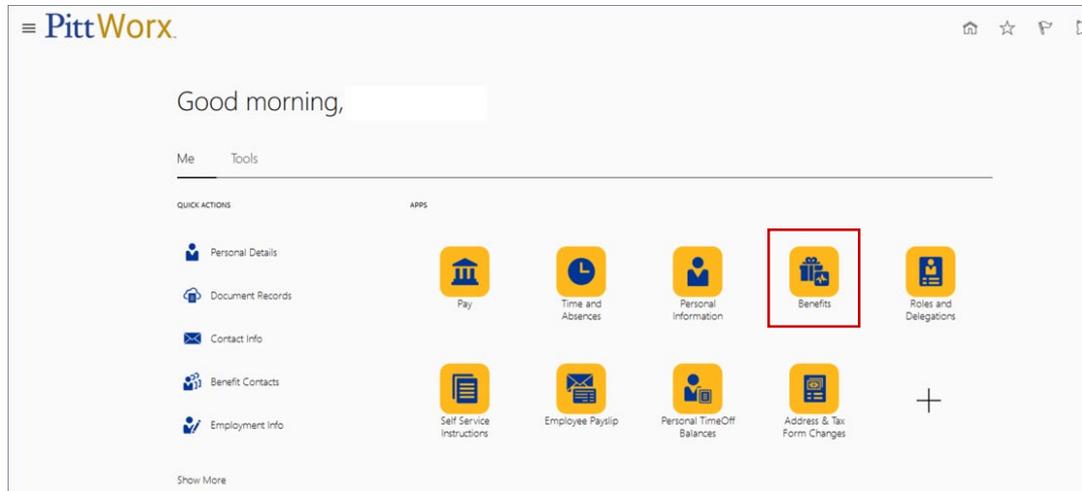
[hr.pitt.edu/benefits](http://hr.pitt.edu/benefits)

# All-Temps Benefits

- Temp employees may qualify for benefits under the Affordable Care Act
- If your department indicated that they expected your assignment to be at least 90 days long AND at least 30 hours a week, you will be eligible for the Panther Basic Health Insurance plan
- If your assignment meets the criteria, the Benefits department will reach out to you via email with benefits enrollment details

# Retirement Savings Plan

- Defined Contribution Plan (403b Plan) – supplemental only; not eligible for matching University contributions
- Employee makes contributions – a % 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 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)**

# Office for Equity, Diversity, & Inclusion

[diversity.pitt.edu](https://diversity.pitt.edu)



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# Equity, Diversity, and Inclusion

- **Equity:** The proportional distribution of desirable outcomes across groups. Equity is when an individual's race, gender, socio-economic status, sexual orientation, etc. do not determine their educational, economic, social, or political opportunities.
- **Diversity:** The wide variety of shared and different personal and group characteristics among human beings. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences.
- **Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power. Inclusion promotes broad engagement, shared participation, and advances authentic sense of belonging.

# Office for Equity, Diversity, & Inclusion

- OEDI is committed to fostering diversity and celebrating differences, educating the community on the benefits of diversity, promoting equity, eliminating discrimination, and advancing equal access to all opportunities at the University.
- The Office for Equity, Diversity, & Inclusion includes:
  - Civil Rights and Title IX
  - Digital Accessibility
  - Disability Resources and Services
  - Equity Assessment, Programming, and Training
  - Institutional Equity and Affirmative Action

Visit the Office for Equity, Diversity, & Inclusion at [diversity.pitt.edu](https://diversity.pitt.edu)



# Digital Accessibility

- **Accessibility:** Each person is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services in an equally effective and integrated manner
- Accessible technology includes web pages and online content, instructional content posted on Canvas, and hardware and software
- Digital accessibility best practices:
  - Use heading structure when writing content
  - Add alt text to images
  - Ensure adequate color contrast to web and print content
  - Provide captions to media like videos
- Digital accessibility resources:
  - Review information on the Digital Accessibility web page ([diversity.pitt.edu/digital-accessibility](https://diversity.pitt.edu/digital-accessibility))
  - Use Siteimprove for website accessibility ([diversity.pitt.edu/accessibility/technical-support/siteimprove](https://diversity.pitt.edu/accessibility/technical-support/siteimprove))
  - Email [accessibility@pitt.edu](mailto:accessibility@pitt.edu) for a consultation

# Disability Resources and Services

- Disability is an aspect of diversity. The Office of Disability Resources and Services (DRS) is committed to providing equal opportunities to staff, faculty, and students with disabilities.
- DRS is the designated unit to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities to students, staff, and faculty with documented disabilities.
- Schedule a meeting with DRS to discuss reasonable accommodations.

*Disability Resources and Services are available at*  
**[diversity.pitt.edu/accessibility/disability-resources-and-services](https://diversity.pitt.edu/accessibility/disability-resources-and-services)**

# Institutional Equity

- Institutional equity provides services to assist with increasing equity, diversity, and inclusion at the University of Pittsburgh
- Services include:
  - Excellence in diversity recruiting training
  - Providing demographic information on the candidate pool
  - Sources to reach out to diverse candidates
  - Providing demographic information on the incumbency in departments, schools, centers, and units
  - Review job descriptions for inclusive language
  - Guidance on compliance concerns

*Learn more about institutional equity at [diversity.pitt.edu](https://diversity.pitt.edu)*

# Education in Equity, Diversity, and Inclusion



- Fostering equity, diversity, and cultivating inclusion are truly the work of every member of the University community. To that end, OEDI offers a variety of educational opportunities
- A sample of workshop topics include:
  - Micro-aggressions
  - Anti-racism
  - Accessibility in Microsoft Office
  - Bystander training
  - Recruiting for excellence and diversity
- OEDI also facilitates the Diversity and Inclusion Certificate Program (DICP) through FSDP

# Pitt Communities

- Pitt Communities are staff and faculty affinity groups linked by a common purpose, ideology, or interest. They play a vital role in ensuring an inclusive campus environment where all are valued, included, and empowered to succeed.
- Current Pitt communities:
  - Chinese Affinity Group (CAG)
  - Equipoise (Black/African American Affinity Group)
  - Hispanic and Latino Professional Association (HLPA)
  - Intergroup Dialogue
  - Pitt Queer Professionals (PQP)
  - Veterans Affinity Group
  - Women's Affinity Group
  - Pitt Muslim Affinity Group
  - Pitt Disability Community
  - Pitt Adoption Community for Education

Learn more about Pitt Communities at [diversity.pitt.edu/engagement/campus-groups-and-committees/pitt-communities](https://diversity.pitt.edu/engagement/campus-groups-and-committees/pitt-communities)



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# Civil Rights and Title IX

- 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.
- All new hires must take the Preventing Harassment and Discrimination online training courses, including Title IX and Clery, aimed at promoting a respectful and inclusive work and academic environment. Both courses can be found at [diversity.pitt.edu/education/online-trainings](https://diversity.pitt.edu/education/online-trainings) and will be available to all new hires on the Tuesday after orientation via an email from Everfi.
- Civil Rights and Title IX aids with obtaining religious accommodations for the Pitt community:
  - All community members are encouraged to report incidents of discrimination, harassment, and bias incidents. Responsible reporters, which includes most faculty and staff, are required to report incidents of sexual misconduct to the Office of Civil Rights and Title IX.
  - Reports can be made by submitting a report on the Office for Equity, Diversity, and Inclusion website via the Make a Report tab. The University prohibits retaliation against any person who makes a claim of discrimination or harassment or who participates in an investigation.

Contact the Title IX Office at [titleixcoordinator@pitt.edu](mailto:titleixcoordinator@pitt.edu)

# University Policies and Guidelines

- The Nondiscrimination, Equal Opportunity, and Affirmative Action and Sexual Misconduct policies apply to all University faculty, staff, students, and/or individuals on University property.
- Sexual misconduct includes:
  - Sexual violence
  - Sexual harassment
  - Relationship violence
  - Stalking
- The University has created a Guidelines for Inclusion Relating to Gender Transition web page to help foster an understanding of transgender issues in the workplace and guidance on how to provide a welcoming and supportive environment for individuals transitioning. You can read this guide at [diversity.pitt.edu/resources/resources-diverse-populations/lgbtqia-resources/guidelines-inclusion-relating-gender](https://diversity.pitt.edu/resources/resources-diverse-populations/lgbtqia-resources/guidelines-inclusion-relating-gender).

Explore workshops and register at [hr.pitt.edu/fsdp](https://hr.pitt.edu/fsdp)

# Get Involved!

- Visit the Diversity and Inclusion website for resources available across the University
- Report misconduct or a bias incident
- Attend/request an educational workshop
- Participate in the Diversity and Inclusion Certificate Program
- Check our website for upcoming programs and happenings:
  - Diversity Book Club
  - Monthly celebrations/cultural events
  - Affinity Group/Community events
- Engage inclusively!

SHARE YOUR EXPERIENCE

Twitter Instagram Facebook Snapchat

Pitt Diversity Book Club

#pittre

af•fin•i•ty group

noun us  
plural noun affinity groups  
a group of people linked by a common interest or purpose.

SAVE THE DATE

FOURTH ANNUAL UNIVERSITY-WIDE

**Diversity Retreat**  
INSTITUTING A CULTURE OF INCLUSION

Tuesday, June 25, 2019 • 8:30 a.m. – 5 p.m. • Alumni Hall

FEATURED SPEAKERS:

**Crystal Fleming, PhD**  
Professor, public intellectualism and leading expert on white supremacy and global racism. She is the author of the critically-acclaimed book, *How to Be an Antiracist* (April 2019) (Dr. Beckon, White Supremacy).

**Leigh Patel, PhD**  
Associate Associate Dean of Equity and Justice, University of Pittsburgh School of Education. She has authored five books, including the award-winning, youth text *On the Border: Immigration, Education, and the Politics of Belonging* and *Decolonizing Educational Research: From Citizenship to Abolition*.

Seeking reasonable discussion proposals and poster abstracts. Click here to learn more: [questions? Contact diversity@pitt.edu](#)

# Environmental Health and Safety

[ehs.pitt.edu](http://ehs.pitt.edu)



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# 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](https://ehs.pitt.edu)*

# Public Safety Department

[police.pitt.edu](http://police.pitt.edu)



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# Public Safety Department

- How to contact the Pitt Police:
  - **Emergency phone line:** 412-624-2121
  - **Administration phone line:** 412-624-4040
  - **Anonymous tip line:** 412-624-2121
  - Explore the Emergency Event website for students and staff at [emergency.pitt.edu](https://emergency.pitt.edu)
  - Email Pitt Police at [police@pitt.edu](mailto:police@pitt.edu)
- 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

*The University of Pittsburgh Police is available at [police.pitt.edu](https://police.pitt.edu)*

# Public Safety Department

- 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](http://pittshuttle.com)
- Explore all services and resources available to the Pitt community at [police.pitt.edu/node/634](http://police.pitt.edu/node/634)



# 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, the University's response to COVID-19, financial controls, and more – to help create a stronger, safer University community.

## 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: <https://pi.tt/concern>

Call: 800-468-5768

Text: 412-903-3456



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# Guardian Personal Safety App



Download the Guardian app at [technology.pitt.edu/emergency-notification-service-rave-guardian-app](https://technology.pitt.edu/emergency-notification-service-rave-guardian-app)

**Thank you for attending orientation today!**

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

**<http://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 5:00 p.m.

412-624-7000, option #3

[hr.pitt.edu](http://hr.pitt.edu)

[hr.pitt.edu/contact-ohr](http://hr.pitt.edu/contact-ohr)

**Jared Lanza**  
Manager, All-Temps

**Corey Bowlby**  
Senior Recruiter, All-Temps

**Bobby Fernandes**  
Recruiter, All-Temps

**Jenny French**  
Recruiter, All-Temps

**Megan Jolly**  
Recruiting Assistant, All-Temps