

Human Resources
<http://www.colorado.edu/humres>

HR Executive Director's Office

303-492-6893, Fax: 303-492-4491

I-9 Administration

Maintenance of Official Personnel Files

Employment Verifications

Affirmative Action Program

Work-Life Resources

[Caregiver Resources](#)

[Employee Discounts](#)

Discrimination and Harassment

303-492-5437, Fax: 303-735-3236

Compliance with Discrimination and Harassment Policies

University of Colorado Sexual Harassment Policy and Procedures

University of Colorado Policy on Conflict of Interest in Cases of Amorous Relationships

University of Colorado-Boulder Discrimination and Harassment Policy and Procedures

Addressing Allegations Against University Employees Either Through Investigation or Informal Resolution

Sexual Harassment

Protected Class Harassment (harassment based on race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status)

Protected Class Discrimination (discrimination based on race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status)

Retaliation

False Reporting

Supervisory Obligation to Report

Amorous Relationships

Conducting Discrimination and Harassment Training Sessions

Faculty

Staff and Professional Research Associates

Teaching Assistants

Student Employees

Departmental Workshops

Employment Services

303-492-6475, Fax: 303-492-4693

Background Checks

Policy oversight and interpretation

Coordination and oversight of background check processes

Compensation

Total Compensation Survey information

Compensation guidelines

Exempt Professional market salary reviews

[Overtime/FLSA](#) determinations and questions

Review and approval of one time payment forms for "non-standard" payments

Personal Services Contracts

Review and approval of [Scope of Work](#) requests

[Honorarium](#)

[Temporary employment](#) monitoring

Policy/Rule Interpretation

[Colorado Department of Personnel rules](#) interpretations

Interpretation of Regent Laws, Campus policies and Federal/State rules and regulations

[EEO/Affirmative Action](#) monitoring and compliance

Leave Accrual and Length of Service (LOS) assistance

[Review and approval of employee recognition programs](#)

Campus training

Position Management

Allocation of new, vacant and encumbered positions

Informal PDQ reviews

System Maintenance Studies

Approval of [exemptions](#) from the state personnel system

Review and approval of Officer/Exempt Professional position descriptions

Recruitment and Selection

Oversight of general recruiting, assessment and hiring processes

Strategies for recruiting qualified and diverse applicant pools

Job postings ([JobsatCU.com](#))

Advertising assistance

Referrals to vacancies

Interview guidelines

[Retention Rights Processing](#)

Review of offer letters

Approval of appointments and position changes in PeopleSoft HRMS

Faculty and Exempt Professional [search committee assistance](#)

Review and approval of Officer/Exempt Professional search waiver requests

Faculty and Staff Assistance Program

303-492-3020

All services are free and confidential.

Short-term Counseling

Individual, couples, or family counseling. Six sessions per year maximum per employee.

Group Counseling

Topics range from parenting, relationships, self-care, mindfulness, bereavement, retirement, etc.

Supervisor Coaching & Consultation

Any supervisor may consult directly with us if a problem arises with an employee. We can offer suggestions to help you handle the situation constructively.

General Consultation

Any UCB employee may consult with us to discuss concerns about others.

Organizational Development Team (ODT)

The ODT is a confidential consulting service designed to collaborate with CU campus units in order to improve their functioning through various methods.

External Referral

External referrals are available for a variety of community services such as counseling, bereavement, parenting, groups, and much more.

Labor Relations

303-492-0956, Fax: 303-735-3236

Performance Management

Compliance

Dispute Resolution Process

[Training](#)

Employee Relations issues

Progressive discipline (corrective / disciplinary action)

Grievances

Appeals

Training

Leave Administration

Family Medical Leave Act (FMLA)

[Short-term disability](#)

[Leave Sharing program](#)

Training

ADA Compliance

Provide reasonable workplace accommodations for faculty and staff

Provide disability related information, services and resources to campus

Address campus structural accessibility needs for students, faculty and staff

Administer ADA Compliance funds

Provide training and education

Reasonable Employer Process - return to work issues due to illness and workplace injuries

Colorado Department of Personnel rules interpretation

University personnel policy interpretation

Unemployment Compensation

DOT Drug and Alcohol Testing

Organizational & Employee Development

303-492-8103, Fax: 303-492-4491

Training Course*

Fundamentals of Supervision

Seminars*

Interviewing and hiring student employees

Supervising student employees

Communication

Customer Service

Business Writing/Email etiquette

How to run a meeting

Generations – in the workplace

Presentations skills

Humor in the workplace

Time Management / Organizational skills

Programs

University Perspective

Other Services

Leadership Development Seminars

New Employee Orientation*

GED Program

Translation Services

Supervisors Roundtable discussion group

Assessments: OCI, Myers-Briggs Type Indicator, Upward evaluations, Life styles inventory

*also offered in Spanish