

Human Resources Services

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

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

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

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

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