UMC Student Supervisor Reminders Checklist

Congratulations on becoming a Student Supervisor at the UMC! Your leadership opportunities and responsibilities increase in this role and we want to highlight a few items student supervisors may not always remember. Please complete this document within 30 days of becoming a student supervisor. The first two pages need to be completed and signed by you and your UMC Staff Supervisor and returned to UMC Payroll.

*If you have any questions about these items, policies, or responsibilities, it is your responsibility to contact your UMC Staff Supervisor for clarification.*

A) Discrimination and Harassment Training
For additional information visit [http://hr.colorado.edu/dh/Pages/default.aspx](http://hr.colorado.edu/dh/Pages/default.aspx)

I completed the CU Discrimination and Harassment training within 30 days of becoming a student supervisor received a score of ______ on ____________________. I am aware of my responsibility to report any incidence of discrimination or harassment to the Office of Discrimination and Harassment.

B) Active Harmer Incidents
As a student supervisor, if you are concerned about someone (employee or non-employee), what resources do you have?

If an active harmer situation occurs, what options do you have in responding?

I have watched the *Shots Fired* video and read the information on the CUPD website at [http://police.colorado.edu/activeharmerresponse](http://police.colorado.edu/activeharmerresponse). I have completed the questions above and talked with my supervisor about this topic. Initials ____________

C) Amorous Relationships
An amorous relationship exists when two people mutually and consensually understand a relationship to be romantic and/or sexual in nature. When two individuals are involved in an amorous relationship where one person has evaluative authority over the other person, three things must occur:

1. The person in the evaluative position must disclose the relationship to the unit head (chair/dean/appointing authority);
2. Both parties must be present when the disclosure is made; and
3. The unit head must terminate the evaluative relationship.

A copy of this policy can be found at [https://www.cu.edu/policies/aps/hr/5015.html](https://www.cu.edu/policies/aps/hr/5015.html)

I have read and understand the Amorous Relationship policy. Initials ____________
D) Reasonable Suspicion
1. If an employee refuses to be tested and is instructed to go home, the supervisor needs to call Boulder Yellow Cab, give the employee a taxi voucher, and instruct the employee to go home using the provided cab. The taxi vouchers are located: ______________________.

2. If you suspect that one of your employees is under the influence of a substance (prescribed, over-the-counter, or illegal) or is acting in a manner that is not normal for that individual, you must find a UMC Supervisor (who is not a student) to complete the Observed Behavior-Reasonable Suspicion record. Where is this form found?

3. If you are working at a time when a UMC Supervisor (not a student) is not in the building, who can you call?

I have reviewed the Reasonable Suspicion policy and am aware of the responsibilities associated with my position.

E) Campus Security Authority Training
As a supervisor, you have responsibility to report any crimes defined by the Campus Security Authority training and Clery Act to the proper authority(ies). If you have any questions about the content of the training, what to report, when to report, etc., you can talk with your supervisor, revisit the online training, and/or contact the CU Police Department. CUPD also posts information about the Clery Act on their site: http://police.colorado.edu/records-reports/clery-act-and-campus-security-authorities

I completed the CU Campus Security Authority (CSA) training within 30 days of becoming a student supervisor received a score of ______ . I am aware of my responsibility to report any crime that falls under the CSA training and Clery Act to the proper authority(ies).

Student Supervisor (Print Name): __________________________________________________

Student Supervisor Signature: ________________________________ Date: _____________

UMC Staff Supervisor Signature: _______________________________ Date: _____________
A) Discrimination and Harassment Training
The Office of Discrimination and Harassment (ODH) will address all complaints of discrimination and harassment based upon race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression or veteran status when the alleged harasser is an employee.

As a student supervisor, you have a responsibility to report under the University’s policy on Discrimination and Harassment when you become aware of the concern and/or incident. The UMC requires student supervisors to successfully complete the CU Discrimination and Harassment Training and reacquaint themselves with their responsibilities. You can access this training through MyCUInfo:

2. Click on CU Resources tab
3. Click on Training on left side
4. Click on Start SkillSoft
5. Click on Catalog
6. Click on University of Colorado – Courses
7. Click on Human Resources
8. Click on CU Discrimination and Harassment—CU Boulder (ID_SCORM12_CU_S10007_0001) and system
9. Click on blue arrow to start [Launch] course
10. Remove pop-up blocker if it comes up.
11. Print final page showing completion of course for your records.

For additional information or to contact the Office of Discrimination and Harassment go to: http://hr.colorado.edu/dh/Pages/default.aspx

B) Active Harmer Incidents
Active harming incidents have occurred at a number of locations in recent years, and the University of Colorado is not immune to this potential. While the odds of this occurring at CU are small, the consequences are so potentially catastrophic it makes sense for all students, staff, faculty and visitors to CU to know how to react should such an incident happen here. There are no universal answers that guarantee safety in such an event. There are guidelines that can be followed to maximize success. The University of Colorado Police Department recommends you consider the following key points.

The UMC asks that you watch the Shots Fired video and read the information on the CU Police Department website: http://police.colorado.edu/activeharmresponse If you have any questions or concerns about watching this video, please let your supervisor or UMC HR know.

C) Amorous Relationships
An amorous relationship exists when two people mutually and consensually understand a relationship to be romantic and/or sexual in nature. When two individuals are involved in an amorous relationship where one person has evaluative authority over the other person, three things must occur:

1. The person in the evaluative position must disclose the relationship to the unit head (chair/dean/appointing authority);
2. Both parties must be present when the disclosure is made; and
3. The unit head must terminate the evaluative relationship.
D) Reasonable Suspicion
As a student supervisor, you are responsible for implementing and upholding the UMC Drug and Alcohol Testing Policy. This policy is re-printed below and additional documents are located on the Vdrive: V:\UMC Staff All\Policies & Procedures\Drug and Alcohol Policy and Testing  You need to review the policy below as well as the following related documents:
- “Supervisor’s testing procedures revised 10.10”
- “Reasonable Suspicion Record”

UMC Drug and Alcohol Testing Policy
I. Introduction
The University Memorial Center (UMC) is committed to the goal of maintaining a safe, healthy and productive environment for all CU students, faculty, staff, and the public at large. The effects of drug or alcohol abuse hinder this goal and may create an unsafe work environment by impairing employee judgment and physical ability to perform, and may result in increased safety risks, injuries and diminished decision-making skills. The UMC has determined that implementation of a drug and alcohol testing policy is an appropriate means of achieving its goal.

II. Required Drug and Alcohol Testing
This policy requires that all UMC employees be subject to drug and alcohol testing as described below. Confidentiality of test results will be maintained to the extent that it is possible.

III. Procedures
A. Employee Responsibilities and Consent
   1. An employee will not possess or consume alcohol or illegal drugs while at work and will not work under the influence of alcohol or illegal drugs. For purposes of this policy, illegal drugs include but are not limited to controlled substances and controlled substance analogs,[1] medications taken without prescription or in excess of prescription, and over-the-counter medications which impair the employee’s ability to safely perform his or her job duties.

   2. All UMC employees and applicants for employment, including student and temporary employees, must comply with this policy as a condition of employment at the UMC.

   3. If an employee witnesses or suspects that another employee is under the influence of alcohol or illegal drugs or possesses alcohol or illegal drugs, the employee must notify his or her supervisor immediately.

   4. When an employee is taking medication which has been prescribed by a medical professional, the employee shall inquire whether the drug has any side effects which may impair the employee’s ability to safely perform his or her job duties. If the prescribed medication does have such side effects, the employee shall obtain a written statement from the medical professional indicating any side effects of the medication, any work restrictions and their duration. The employee shall present that statement to his or her supervisor upon commencement of taking the prescription medication. The employee is not required to inform
his/her supervisor of the name of prescription medication which results in the side effects or work restrictions, nor the reasons for taking the prescribed medication.

B. Drug and Alcohol Testing
1. If a supervisor through direct observation has reasonable suspicion that an employee may be under the influence of alcohol or illegal drugs, the supervisor who is trained to determine or detect the signs of alcohol and illegal drug use or impairment is to document what has been observed on a Reasonable Suspicion Record (See Appendix A), in order to determine whether to send the employee for drug and alcohol testing.
   a. If the supervisor is a Student supervisor, they MUST have a full-time UMC staff member who is trained, as stated above, complete the Reasonable Suspicion Record with them.
   b. If it is “after hours” and only student staff are on the premise, contact the Reception Desk and they can reach the approach staff supervisor by phone.
   c. In the event that no trained full-time UMC staff supervisor can be contact, the University Police should be contacted.

2. The supervisor shall arrange for the employee to be transported to the designated clinic for testing and then to be transported home.

3. The cost of the initial drug and alcohol testing will be the responsibility of the UMC.

4. Refusal of any employee to participate in the testing as required by this policy will be a violation of this policy. Tampering with, switching, or otherwise altering any test sample is a violation of this policy.

C. Results of Drug and Alcohol Testing
1. Test results shall be sent directly to the appointing authority or his designee. The appointing authority or designee shall inform the employee and the appropriate supervisor(s) of the test results.

2. If a test result is positive, the employee may request that the test result be reviewed or, when appropriate, the test be redone using the original sample. If an employee tests positive for alcohol or illegal drugs and wishes to have a second test of the original sample, the employee is responsible for the cost of the second test.

3. If an employee tests positive and / or otherwise violates this policy, the employee:
   a. may be subject to corrective or disciplinary action, up to and including termination
   b. may have to satisfactorily pass a return-to-work substance abuse screening test

1Controlled substances include but are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants and designer drugs. “Controlled substance” means a drug, substance, or immediate precursor including cocaine, marijuana, and marihuana concentrate. "Controlled substance analog" means a substance the chemical structure of which is substantially similar to the chemical structure of a controlled substance which has a stimulant, depressant, or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance described above. C.R.S. § 18-18-102
E) Campus Security Authority Training
As a supervisor, you have responsibility to report any crimes defined by the Campus Security Authority training and Clery Act to the proper authority(ies). If you have any questions about the content of the training, what to report, when to report, etc., you can talk with your supervisor, revisit the online training, and/or contact the CU Police Department. CUPD also posts information about the Clery Act on their site: http://police.colorado.edu/records-reports/clery-act-and-campus-security-authorities

Students and their families consider a variety of factors when reviewing a college, and campus safety is one of these areas. Campuses publish annual reports about crimes and rely on campus staff to report and document crimes to appropriate campus departments.

Campus staff have a significant role in crime reporting. Staff with responsibility to report are known as Campus Security Authorities (CSAs) and are defined as “an individual or organization to which students and employees should report criminal offenses” as well as those with “significant responsibility for student and campus activities”.

The University of Colorado Boulder provides an online training for CSAs to help them understand their role and responsibilities. The online training takes about 30 minutes to complete and can be accessed via SkillSoft (see below for step-by-step access instructions). The training is text-based and in English.

Within the UMC, the following staff have been identified as needing to complete the CSA training within 30 days of hire.

<table>
<thead>
<tr>
<th>Campus Security Authority Training List</th>
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<tbody>
<tr>
<td>• EMT</td>
<td>• MAG</td>
</tr>
<tr>
<td>• UMC Security (all staff)</td>
<td>• CU NightRide (all staff)</td>
</tr>
<tr>
<td>• Supervisors (Staff and student staff supervisors)</td>
<td>• Student Involvement Office Administrative Assistant</td>
</tr>
<tr>
<td>• Reception Desk Staff (staff and student staff)</td>
<td>• Greek Life GA and CU GOLD Coordinators</td>
</tr>
</tbody>
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Access CSA Online Training
1. Log into your MyCUInfo account at https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html
2. Click on the “CU Resources” tab.
3. On the left side of the page and in the blue menu, click on “Training”. A drop-down menu will appear. Click on “Start SkillSoft” and a new tab or window will open in your browser.
4. In the new tab or window, on the left side, click on “Catalog”.
5. Click on the “University of Colorado – Courses” link. A drop-down menu will appear. Click on “Campus Security” and another drop-down menu will appear.
6. Move your mouse over the “CU: Clery Act Reporting for CSAs” listing and an option for “Launch” will appear. Click on “Launch”.
7. The training will open in a new window. There is a short introduction to the training and two training modules. At the conclusion of the training, complete the quiz with an 80% or higher pass rate.