

# University of Colorado Boulder

## Department of Human Resources

### *Post-Employment Self-Disclosure Requirements*

Effective April 15, 2013, CU-Boulder has a new self-disclosure requirement for employees.

- As of April 15<sup>th</sup> and going forward, all employees must disclose the following to HR within 3 business days of incident:
  - Misdemeanor Convictions
  - Felony Charges
  - Felony Convictions
- Employees with driving responsibilities must disclose the following to HR within 3 business days of incident:
  - Driver's License Suspension
  - Driver's License Revocation
- Incidents NOT needing disclosure:
  - Speeding Tickets
  - Defective Vehicle Tickets
  - Misdemeanor Charges
  - Criminal Arrests



**Employment Services**  
3100 Marine St. 3<sup>rd</sup> Floor  
East Campus  
Boulder, CO 80309  
Phone: 303-735-5524  
Fax: 303-492-4693  
E-mail:  
hr-bgc@colorado.edu

If you have questions about the self-disclosure requirements, aren't sure if an incident requires disclosure or need to disclose an incident, please contact the HR Background Unit for assistance at [hr-bgc@colorado.edu](mailto:hr-bgc@colorado.edu) or 303-735-5524.