

TO: Classified Staff

FROM: E. Jill Pollock, Senior Associate Vice President for Human Resources

SUBJECT: Information for Classified Staff Regarding Colorado WINS

DATE: February 24, 2009

The purpose of this communication is to inform you that the Colorado Department of Personnel and Administration (DPA) has authorized the employee partnership group, Colorado WINS (CWINS), to collect dues by means of a payroll deduction. If you want to become a member of CWINS, you must complete the DPA-approved payroll deduction form. The form is available from CWINS and also is on the Payroll and Benefit Services (PBS) website at

<https://www.cu.edu/pbs/forms/downloads/ColoradoWins.pdf>.

Some classified employees are not covered under the Governor's Executive Order. If you do not know whether your position is covered, please contact your human resources department. For the Boulder campus and System Administration, contact the Office of Labor Relations at 303-492-0956; for the Denver campus, contact 303-315-2727; and for the Colorado Springs campus, contact 719-255-3696 or 719-255-3372.

You may choose to join CWINS or not to join CWINS. No one may force you to join CWINS. You will be affected by results of a partnership agreement whether you are a CWINS member or not. If you choose to join CWINS, you will be required to pay dues to CWINS. The amount of dues is set by CWINS. The only way to join CWINS is to complete the payroll deduction form. You cannot be a member of CWINS and not pay dues.

If you sign up for CWINS payroll deduction and later decide you do not want to be a CWINS member, you may cancel the payroll deduction by contacting PBS and following its procedure. This is your choice.

To offer you membership in CWINS, its representatives may contact you in person, at home and by email, if CWINS has that information. The university has not provided any contact information to CWINS. CWINS should not contact you during your work time about joining CWINS. If this happens, please call your human resources department at the numbers listed, above. If CWINS contacts you and you do not want additional contacts, tell CWINS. If contact continues, please ask your human resources department for assistance.

On your behalf, DPA, the Governor's Designee for Employee Partnerships, and CWINS will meet to talk about "improving government services, achieving efficiencies, and establishing the framework for discussing issues of mutual concern to [classified] employees of the State (quotation from Governor Ritter's Executive Order on employee partnerships)." Just about any issue can be discussed by the parties, but no partnership agreement may diminish the governor's discretion in budget-setting or expand the authority of the governor, DPA or the Department of Labor and Employment beyond that authorized by the Colorado Constitution or the Colorado Revised Statutes.

Between CWINS and the University of Colorado (CU), no partnership agreement is in effect. That means CWINS has no official role on the CU campus other than to ask you to join CWINS. If you have a work-related problem, your supervisor and the human resources department are your primary resources. You also have an elected staff council on your campus to contact if you want to talk about matters affecting you on your job; the staff council's members are listed online at <https://www.cu.edu/StaffCouncil/roster.html>

Under the State Personnel Board Rules, if you are scheduled to have a pre-disciplinary or grievance meeting, you may choose to have a representative accompany you. The representative may be a co-worker, friend, attorney, CWINS member or any other person, including a representative of another employee organization. The representative is in the meeting to give you support and may ask questions to help you understand what is being discussed, but you are expected to answer questions and participate in the discussion. You are not entitled to have a representative present for other types of meetings. The university has no agreement with CWINS or any other organization to provide that form of representation.

If you have questions or concerns about what is in this communication, please contact your human resources department.