

Welcome to the University Memorial Center Team!

This handbook will guide you through the new hire orientation process as well as inform you of the policies and procedures of the UMC. Your supervisor will provide additional information specific to your position. Please read it now and keep it in a safe place as a reference. The current version of this handbook can be found at <https://www.colorado.edu/umc/employee-resources>.

UMC MISSION STATEMENT

As the heart of campus, the UMC supports students' academic success by providing opportunities for student involvement, leadership development and entertainment in a welcoming and inclusive environment.

THE HEART OF CAMPUS

Known as the campus "living room," more than 13,500 people visit the UMC daily to grab a bite to eat, meet friends and classmates, enjoy free entertainment, catch some sun by the fountain, shop, study, run errands or just hang out! With a wide variety of student services and student group offices in the building, the UMC is an exciting place for community interaction and activism. We celebrate diversity through food, dance, art, music and the free exchange of ideas. A lot of work goes into making the UMC such a popular campus destination. The services, facilities and activities provided by UMC departments fulfill the overall philosophy and mission of the UMC—and now you're a part of that! To find out more about the UMC, visit our website at <https://www.colorado.edu/umc>.

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I. GETTING STARTED

PAYROLL DOCUMENTS

Upon final hire, you will need to provide proof of identity and authorization to work in the United States. This complies with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Failure to submit IRCA documentation will result in termination of this appointment.

Check your email for an I-9 invitation from our vendor HireRight, to start Section 1 of the I-9 on or before your first day of work. Section 2 will be completed in room S360 in the C4C. You will need to bring **original document(s)**.

Please bring with you the following original documents, copies will not be accepted, to your appointment:

- Original Social Security Card AND Driver's License or school-issued ID (most common documents submitted)
OR
- Please see <http://www.uscis.gov/files/form/i-9.pdf> (page 5) for a list of acceptable documents you may bring with you to complete the I-9, Employment Eligibility Verification form.

GETTING PAID

Student employees are paid every other Friday (Bi-weekly). Pay is issued two weeks after the end of a pay period and covers two weeks worth of work. A pay schedule can be found at <https://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates>

Pay is directly deposited into employees' personal bank accounts on payday. Direct deposit is mandatory in most cases. To set up Direct Deposit on MyCUInfo, login with your Identikey and

password at <https://myCUInfo.colorado.edu>. Click on the “CU Resources” tab and then click on “My Info and Pay” and choose “Direct Deposit”.

To update your address and phone number or emergency contact online, login with your Identikey and password on MyCUInfo at <https://myCUInfo.colorado.edu>. Click on the “CU Resources” tab and then click on “My Info and Pay” and select “Employee Profile”. Note: This only updates your employment information, not academic information.

Employees who do not have the “CU Resources” tab in MyCUInfo after 10 days from hire date need to call the OIT help desk at (303) 735-4357 and request it. Include your name, Employee ID# and contact information when contacting OIT. (Your Employee ID# is the 6-digit number to the right of your name on your timecard in Kronos.)

For additional information regarding payroll, please visit the [On-Campus Student Employment Procedures document](#). University of Colorado student employees may be subject to enrollment in the [University Student Retirement Plan](#). This retirement plan replaces the Social Security Benefit taken out by other employers.

GETTING STARTED WITH CAMPUS TECHNOLOGY

To learn more about accessing and using campus technology, read the Campus Technology Quick Start Guide at <http://www.colorado.edu/oit/quick-start-guide>. This information will help you understand your IdentiKey, email access, and more.

II. ON THE JOB

WORK WEEK, WORK RESTRICTIONS & YOUR SCHEDULE

It is your responsibility to know your work restrictions and to comply with them. The UMC work week generally begins on Sunday at 12:01 am and ends on Saturday at 12:00 am.

Saturday to Sunday Shifts: Saturday shifts that end after midnight will be included in that prior pay week. Please speak with your supervisor if you have any questions.

All students: You may not work during the time you are scheduled to be in class. Your supervisor may ask for a copy of your class schedule.

Student Hourly Employee Work Policy: Student employees working for CU are limited to a maximum of 25 hours per week, or **50 hours per bi-weekly pay period**, during the fall and spring semesters and to 40 hours per week (**or 80 hours per bi-weekly pay period**) during the summer.

During midterms and finals, your schedule may need to be adjusted to accommodate your test schedule. Let your supervisor know of changes to your schedule as soon as possible. You are expected to work through the end of the semester; please work with your supervisor if your midterms and finals schedule conflicts with your work schedule.

Graduate students: You may not work over 20 hours per week during the academic year. However, you and your supervisor can petition the Graduate School for approval to work over this limit.

International students, general information: It is your responsibility to know your visa work restrictions and to comply with them. Failing to comply with work restrictions can have serious consequences for you. Contact International Student and Scholar Services at (303) 492-8057 if you have questions. All on-campus jobs are ONE university job so total hours for a week include hours worked at ALL campus jobs added together. Other campus departments may calculate time in a different way than the UMC. The UMC is required to report violations of work restrictions to the International Student and Scholar Services (ISSS).

OVERTIME

ALL overtime (over 25 hours/week during the academic year and 40 hours/week during the summer) must be pre-approved by your supervisor. If the overtime is billed to another department, please let your supervisor know. Multiple campus jobs count as ONE job with the University. The total time for ALL jobs must not exceed over 25 hours/week during the academic year and 40 hours/week during the summer unless pre-approved by the department responsible for paying the overtime. If you hold more than one job on campus, it is your responsibility to monitor your total hours worked and get pre-approval before working overtime.

UMC information: Work with your UMC supervisor to understand how to monitor your UMC time.

KRONOS— RECORDING HOURS

Work according to an agreed upon weekly schedule. Begin and end your shift on time. Accurately report your hours. If you forget to punch, immediately notify your supervisor.

The procedure for recording time depends on individual UMC departments; most employees clock in and out on the time clock. Time clocks are located across from the UMC Reception Desk, at the Alferd Packer Grill (between grill and kitchen), and at the Connection.

If you use the time clock:

ALWAYS swipe your own Buff OneCard to clock in and out.

NEVER swipe “In” or “Out” for someone else (doing so can lead to termination).

If you have multiple jobs within the UMC, make sure you select the correct job!

KRONOS— APPROVING/CERTIFYING HOURS

All employees are required to review and certify time worked by approving their Kronos timecard. You must approve your Kronos Timecard for every week you work by 10am the following Monday. Use your identikey to log into Kronos.

To approve your timecard for the previous week, choose the time period “Last Week” from the drop-down menu below your name. To approve time for the current week, choose “Range of Dates” and select the current Sunday-Saturday work week. Once you have chosen a view, review the information and then click on “Approvals.” Select “Approve.”

If you are not working on Monday, or if you are leaving for a vacation or campus break, be sure you approve your hours after your shift on the last day worked. If there is any error on your timecard, immediately notify your supervisor. If you discover an error after Monday’s deadline, you must still let your supervisor know immediately.

By approving Kronos timecards, employees and supervisors are certifying that the reported time is complete and accurate. Certifying time is required by the Fair Labor Standards Act (Federal Law). These reports are kept for audit purposes and must be accurate. False reporting may result in termination.

MANDATORY NEW EMPLOYEE TRAINING

All student employees must complete the trainings listed below.

New Student Employee Training on Canvas: The UMC requires students to complete a New Student Employee Training through Canvas within 30 days of employment.

Discrimination and Sexual Misconduct Training is required for all employees within 30 days of employment. Only the trainings listed in this handbook will fulfill the requirements for these online trainings. To access the online training:

- Log in to MyCUInfo at <https://myCUInfo.colorado.edu>
- Click on CU Resources tab (If tab is missing, see “Getting Paid” section.)
- Click on Training
- Click on Start SkillSoft
- Click on Catalog
- Click on the CU-Boulder
- Click on Human Resources
- Click on **CU: Discrimination and Sexual Misconduct—CU Boulder and System**

- Click on blue arrow to start [Launch] course
- Remove pop-up blocker if it comes up.
- Print final page showing the completion of the course for your records.

If your role requires the following training(s), your supervisor will share this expectation with you:

- Info Security Awareness
- Campus Security Authority

Students will be paid to attend all mandated trainings.

Depending on your role, you may be required to complete additional campus trainings. Please contact your supervisor with any questions.

III. ATTENDANCE

ATTENDANCE AND TARDINESS

Please refer to the UMC Student Employee Expectations Agreement Form for attendance related policies and procedures. It is imperative that you communicate with your supervisor if you will miss work or be late. Your team depends on you! Missed time must be approved by your direct supervisor to be excused. Unexcused time may lead to termination.

REQUESTING TIME OFF

Learn your department's procedure for requesting time off. If you don't follow procedure, you may get an unexcused absence, which may result in disciplinary action or termination.

ILLNESS

All student employees will accrue sick leave. The accrual rate will be 0.034 hours for every hour worked. For example, if a student works 30 hours in a week, they earn 1.02 hours of paid sick leave. If you need to use sick time, inform your supervisor as soon as possible. If you are sick for multiple days and are scheduled to work during that time, you must contact your supervisor to notify them of your illness each day that you're scheduled. Let your supervisor know if the absence is due to a work-related injury.

PERSONAL EMERGENCIES

If you cannot work your scheduled shift due to a personal emergency, contact your supervisor as soon as possible. Make every effort to contact your supervisor prior to the start of your shift.

JURY LEAVE

In accordance with the Code of Colorado Regulations, student employees who are called to serve jury duty are entitled to compensation. Students must notify their supervisor immediately

that they must attend jury duty and must provide you with documentation from the court which indicates the dates that they served jury duty.

TERMINATING EMPLOYMENT

If you decide to stop working at the UMC, please give your supervisor written notice indicating your last day as soon as possible. At the end of your last shift, turn in all UMC property and approve your final timecard.

IV. INJURIES/WORKERS' COMPENSATION PROCEDURES

If the injury is life or limb threatening: call 911 immediately!

Update your supervisor of your situation as soon as possible. Your supervisor will advise you how to proceed with documenting your injury. **If your injury is not life or limb threatening, but you need to seek medical care, or if you are injured on the job, but do not need medical care:** contact your supervisor immediately.

Student employees who are injured on the job are covered under the University's Worker's Compensation Plan. Worker's Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. Employees need to notify their supervisors as soon as possible about on-the-job injuries. All accidents/injuries that cause an employee to miss work must be reported to the University Risk Management Office within 24 hours. Any injuries while performing employment-related duties require the completion of an Employee Injury Report Form. Please note that an employee, by law, has four (4) working days to notify the employer of the incident who, in turn, has ten (10) calendar days to notify University Risk Management. Please note that these time frames are very important and critical!

Please refer to the [On-Campus Student Employment Procedures](#) document (pg 14-15) for more details.

V. BUILDING AND CAMPUS EMERGENCIES

Everyone must leave the building when the fire alarm sounds, no matter what! Please refer to the UMC Emergency Preparedness Plan (your supervisor can share this with you) for specific procedures and to know the assembly area for your department.

CAMPUS CLOSURE

In inclement weather, the Chancellor may close the campus (usually by 5:30 a.m.). Please sign up for campus alerts at <http://alerts.colorado.edu>. Once you have signed up, you will receive a text message or e-mail alert (depending on your preference) letting you know immediately when

a decision is made to close campus. Your supervisor will communicate instructions if the building remains open during a campus closure.

VI. UMC AND UNIVERSITY POLICIES

UMC UNIFORM POLICY

- UMC student staff in guest-facing roles including Event Support, Building Operations (Student Assistant Managers and AV), Reception Desk, and Events Planning & Catering are required to wear a UMC-provided polo. All other UMC student staff are required to wear UMC-provided apparel for their role (logoed top).
- Required apparel should be worn during working hours and must be kept clean, unaltered, and in good condition.
- Pants must be free of rips or holes. Athletic-style pants and sweatpants are not allowed.
- A UMC-provided name tag must be visibly worn at all times.
- Footwear should be closed-toed, appropriate, and in good condition to ensure safety and professionalism.

Responsibility:

- It is the responsibility of all employees to adhere to this Uniform Policy. Failure to do so may result in corrective action.
- Lost name tags must be reported to your supervisor for prompt replacement

LATE/NO CALL-NO SHOW POLICY

No Call/No Show:

- First time = verbal warning
- Second time = written documentation
- Third time = grounds for termination

Late to shift without communication to your supervisor:

- First time = verbal warning
- Second time = written documentation
- Third time = grounds for termination

Traded shifts must be posted and accepted on When2Work trade board or Teams or approved by a supervisor.

NO SMOKING POLICY

For student health and the health of our community, smoking is prohibited in all campus buildings and on all campus grounds.

At this time, the use of smoking products of any sort shall be prohibited on all university-owned and operated campus grounds both indoors and outdoors. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.

"Smoking," as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves or marijuana. "Smoking products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.). University-owned and operated campus grounds include but are not limited to: all outdoor common and educational areas; all university buildings; university-owned on-campus housing; campus sidewalks; campus parking lots; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). In keeping with university policy, the sale, distribution and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university-owned and operated property and at university-sponsored events. Littering campus with remains of smoking products is prohibited.

This policy applies to all employees, students, visitors, contractors and externally affiliated individuals or companies renting university-owned space on university-owned and operated property campus grounds.

UNIVERSITY ALCOHOL AND DRUG POLICY

To create the best possible environment for teaching and learning, the University of Colorado Boulder affirms its support for a responsible campus policy that addresses the inappropriate use of alcohol and other drugs.

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder prohibits the unlawful manufacture, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount. These prohibitions cover any individual's actions that are part of any university activities, including those occurring while on university property or in the conduct of university business away from the campus. Information on policies, penalties, health effects and resources available to students and staff regarding alcohol and other drugs can be found on the [Alcohol & Other Drugs Information](#) website.

RESPONDING TO REQUESTS FOR INFORMATION

Media

All media inquiries must be referred to the department head/manager. These include but are not limited to requests for interviews. UMC employees are not permitted to respond to media inquiries or interviews or otherwise answer questions on behalf of or for the UMC as a UMC employee. UMC department heads/managers will work with their director(s) and/or the UMC Assistant Director for Belonging, Assessment and Staff Development to address media inquiries.

AMOROUS RELATIONSHIPS

An amorous relationship amongst supervisor/supervisee must be disclosed to the supervisor's unit head, typically the appointing authority, with all parties present. The parties involved may

choose to have a written disclosure placed in their personnel files. The responsibility to disclose rests with the supervisor. The supervisor's unit head is then responsible for resolving the issue.

EQUITY AND COMPLIANCE

The University of Colorado Boulder is committed to maintaining a positive learning, working, and living environment free from discrimination and harassment. The [Office of Institutional Equity and Compliance \(OIEC\)](#) addresses all claims of sexual misconduct, harassment and/or discrimination, or related retaliation by students, staff and faculty under the University of Colorado Sexual Misconduct, Intimate Partner Violence and Stalking Policy, the University of Colorado Boulder Policy on Protected-Class Discrimination and Harassment, and the University of Colorado Policy on Conflict of Interest in Cases of Amorous Relationships. The university is committed to addressing concerns and taking appropriate action against those found in violation of these policies.

In response to a report, OIEC determines what immediate and long-term support and safety measures are needed to minimize disruptions to education or employment and to help keep the involved parties and the campus safe. OIEC also provides education and assessment to identify areas in need of improvement to foster a more welcoming and inclusive culture.

To learn more about university policy or the role and programs offered by OIEC, please visit the [Office of Institutional Equity and Compliance](#) website or call 303-492-2127.

SELF-DISCLOSURE POLICY

All employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination.

Please refer to the [On-Campus Student Employment Procedures](#) document (pg. 11) for more details.

THIS HANDBOOK IS A GUIDE

This handbook is a guide to help UMC employees learn about the UMC and campus policies and to provide information pertinent to their employment. While we attempt to make it accurate and keep it up to date, it is not intended to supersede existing Federal, State and University of Colorado personnel and financial policies. Federal, State and University of Colorado personnel and financial policies take precedence over the policies in this manual.

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