

# University **Memorial Center**

## UMC Student Employee Handbook



University of Colorado  
Boulder

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## Welcome to the University Memorial Center Team!

Did you know that beyond benefits of good pay and flexible hours, your employment with the UMC can make you a better student? According to the Office of Student Employment here at CU, "Studies show that students who work tend to make better grades, learn to manage their time efficiently, are more persistent in their goal to graduate, and may have to borrow less in loans to help pay for college expenses." 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 <http://www.colorado.edu/umc/employees>.

### UMC MISSION STATEMENT

The University Memorial Center (UMC) is CU's student union and a living memorial honoring the service and sacrifice of Colorado veterans. As the heart of campus we support academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment. We value diversity, sustainability, engaging with the community, and quality facilities and services as an auxiliary department and in collaboration with CU Student Government and the Division of Student Affairs.

### THE HEART OF CAMPUS

Known as the campus "living room," more than 10,500 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 center 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 <http://www.colorado.edu/umc>. Or better yet—spend some time exploring your UMC!

## **I. GETTING STARTED**

### **PAYROLL DOCUMENTS**

Upon hire, please visit the Payroll Office in Room 308A and bring these documents:

- ☐ Your Buff OneCard
- ☐ Forms of identification as listed on Appendix A to satisfy the Form I-9, Employment Eligibility Verification requirements (your Social Security Card and Buff OneCard will fulfill these requirements)
- ☐ Completed Supervisor Form For New Student Employee

*Tasks to complete at the Payroll Office (Room 308A):*

- ☐ Prove you are eligible to work in the United States by supplying your identification documents to the UMC Payroll Liaison
- ☐ Complete the packet of forms given to you by the UMC Payroll Liaison. Food Service employees will have extra forms to complete.

### **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

<http://www.colorado.edu/studentemployment/payrollcalendar.html>

Pay is directly deposited into employees' personal bank accounts on payday. Direct deposit is mandatory in most cases. To view your "pay advice" (pay stub) 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 Pay Advice.

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". You also can fill out a form in the UMC Payroll office (room 308A). 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.)

#### ***Important note regarding payroll:***

Your wages as a student employee are not covered under Social Security. The University of Colorado utilizes a private retirement fund holder as an alternative to Social Security. Under University policy, a degree-seeking student who is enrolled in at least six credit hours (three for graduate students) in any semester *does not* have to pay into retirement. Students who are enrolled in fewer hours are required to pay into the student retirement program and will contribute 7.5 % of their wage and 1.45 % for the Meditax deduction. Students who work 40 hours per week pay into the retirement program regardless of their enrollment status.

### **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.

**Warning for Saturday to Sunday Shifts:** All hours worked in a shift are included in a single work week, and the work week is determined by the day of the week and time of your IN punch. Make sure you understand how Kronos (the timekeeper) interprets IN punches.

**All students:** You may not work during the time you are scheduled to be in class. In the unusual situation where you are available during scheduled class time, you must have preapproval from your supervisor to work and provide the supervisor with documentation showing why you are available, i.e. class was cancelled. The documentation will go in your file for audit purposes.

**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.

**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 40 hours/week) must be pre-approved by your supervisor. If the overtime is billed to another department, please let your supervisor and the UMC Payroll Liaison know. Multiple campus jobs count as ONE job with the University. The total time for ALL jobs must not exceed 40 hours per week 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.

The procedure for recording time depends on individual UMC departments; most employees clock in and out on the time clock. Time clocks are located behind the UMC Reception Desk, at the Alferd Packer Grill (between grill and kitchen), at the Connection, and in the custodial break room, 1B13B.

*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 are a Program Council employee, record all in and out times accurately on your OWN time sheet, then turn it into your supervisor on time.

If you have a scheduled meal break in your shift, punch “IN” and “OUT” or record it on your time sheet. Meal breaks are unpaid. Different departments have different rules for unpaid meal breaks, so be sure to follow your supervisor’s instructions about recording your break.

Punch the time clock PROMPTLY at the beginning and end of your shift AND for meals and breaks of 20 minutes or more per department rules. If you forget to punch, immediately notify your supervisor in writing. **DO NOT punch the timeclock at any other times.**

*Note: The timekeeping system rounds the time worked up or down to the nearest quarter hour.*

### **KRONOS – APPROVING/CERTIFYING HOURS**

All employees are required to review and certify time worked. Program Council employees certify by signing their Program Council time sheets. All other employees certify by approving their Kronos timecard. You must approve your Kronos Timecard for every week you work by 10am the following Monday. Your supervisor will instruct you on which computer to use.

To log in to Kronos for the first time, use the first 7 letters of your last name followed by your first initial (if your last name has less than 7 letters, enter your last name and first initial). The password for your first log-in is “password”. You will be prompted to create a new password.

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 time card, immediately notify your supervisor in writing. If you discover an error after Monday’s deadline, you must still let your supervisor know immediately.

**By approving Kronos timecards or signing Program Council time sheets, 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 three trainings listed below.

**New Student Employee Orientation:** The UMC requires students to attend New Student Employee Orientation within 30 days of employment. If an orientation is not scheduled within 30 days, then the next scheduled orientation is acceptable. See UMC website for schedule:

<http://www.colorado.edu/umc/employees>

**Discrimination and Harassment 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 Harassment – CU Boulder and System**
- Click on blue arrow to start [Launch] course
- Remove pop-up blocker if it comes up.
- Print final page showing completion of course for your records.

**Diversity training** is required once per academic year. Please ask your supervisor for details. These trainings also are posted at <http://www.colorado.edu/umc/employees>. Print the Diversity Training Completion Form and complete it with your supervisor.

#### ADDITIONAL TRAININGS

**Student Leader trainings** are required (one per semester) for Student Assistants III and above, and details on these trainings are available at <http://www.colorado.edu/umc/employees>

**Student Supervisors** are required to complete additional policy reviews to ensure they are better informed about their responsibilities as supervisors. You can access this information on the UMC website at <http://www.colorado.edu/umc/employees>

**Students will be paid to attend all mandated trainings.**

**Consequences:** The UMC administration will make every effort to inform students of training opportunities, however if a student has been given the opportunity to attend training within the time frame and does not meet the requirement, they will be removed from their scheduled duties until they fulfill their training obligation.

*Your department may have additional trainings, please check with your supervisor.*

### III. ATTENDANCE

#### ATTENDANCE AND TARDINESS

Please see your department’s supervisor for call-in procedures. It is imperative that you call your supervisor if you will miss work or be late. Your team depends on you! Missed time must be approved by your 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

If you’re ill and unable to work, call your supervisor well in advance of your shift. If you are sick for multiple days, you must call your supervisor to notify him/her 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, call your supervisor as soon as possible. Make every effort to call your supervisor prior to the start of your shift.

#### **JURY LEAVE**

You are not eligible for most types of leave; however, you are eligible for jury leave. Students who have worked at the University for three months or more and are called to serve jury duty are entitled to compensation during the first three days of service. Students will be compensated for their regularly scheduled hours, not to exceed \$50 per day. Upon your return from jury service, you will need to provide your supervisor with written verification of the service dates. See UMC payroll liaison for specifics.

#### **PLANNING AND EVALUATIONS**

Formal evaluations and coaching sessions allow you and your supervisor to recognize outstanding efforts, acknowledge opportunities for development, and set goals for the upcoming semester. The planning and evaluation form is included here as Appendix B.

#### **TERMINATING EMPLOYMENT**

If you decide to stop working at the UMC, please give your supervisor written notice indicating your last day well in advance of your end date. At the end of your last shift, turn in all UMC property and approve your final time card. Submit any change of address to the UMC Payroll Office to ensure that your W-2 form is mailed to you.

### **IV. INJURIES/WORKERS' COMPENSATION**

#### **PROCEDURES**

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

After you've been treated by a doctor, update your supervisor of your situation. 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.

1. Your supervisor and you will complete the University of Colorado Injury Report form online. Before clicking "submit," make two copies. **One copy must be hand carried to a UMC Payroll Liaison in room 308A immediately (or the following business day for evening or weekend injuries).** Take the other copy when/if you go for treatment.

2. For non-emergencies and for follow up care, **you must be treated at a University-Contracted DMP (DESIGNATE MEDICAL PROVIDER).** University-Contracted DMPs can be found on the Risk Management website at <https://www.cu.edu/risk/services/workers-compensation>. Poster listing DMPs can be found near each UMC Timeclock, in the UMC Business Office, UMC Payroll Office and EP&C mailroom but information is subject to change.

If you are injured after hours, while traveling, or far from a DMP, go to the nearest urgent care facility or medical emergency room, then **contact University Risk Management at 1-888-812-9601 or 303-860-5682 for further instructions.**

Whichever facility you visit, you **MUST** return to work with the Physician's Report of Worker's Compensation Injury to give to the Payroll Office so it can be determined if you will or will not be excused from your shift. If it is determined that you are unable to complete your shift, you'll be paid for your entire shift the day of your injury.



3. If you need to schedule a follow-up doctor's appointment during a scheduled shift, you must punch out on the time clock when you leave and punch back in when you return or record the visit on Kronos. A UMC Payroll Liaison will advise you on the policies as they relate to your situation.

**All paperwork documenting medical appointments due to injury must be given to the UMC Payroll Office for processing right after your appointment, during business hours.**

#### MEDICAL RECORDS AND CONFIDENTIALITY

All medical information must be kept confidential. Documents related to a medical condition are maintained in separate, secure files with limited access.

### V. BUILDING AND CAMPUS EMERGENCIES

#### FIRE ALARM EVACUATIONS

**Everyone must leave the building when the fire alarm sounds, no matter what! Please see your supervisor for specific procedures and to know the assembly area for your department.**

1. Immediately evacuate the building via the shortest and safest exit route. No elevators!
2. If you notice smoke, use an alternate escape route.
3. Check paths for safety before proceeding and close (do not lock) doors behind you.
4. Move immediately to one of the UMC assembly areas (the lawn area on the south side of the UMC or the north side of the fountain in the Dalton Trumbo Fountain Area). Remain there until you receive further instruction.
5. Do not re-enter the UMC until directed to do so by a supervisor or Fire Marshall.

#### MEDICAL EMERGENCY

**In a life threatening situation call 911 immediately!**

Provide the 3 W's to the dispatcher.

WHO: State the gender and approximate age of the person.

WHAT: Explain the nature of the illness or injury and the status of the patient.

WHERE: The address of the UMC is 1669 Euclid Ave. Tell the dispatcher where you are in the building.

Stay on the line because the 911 operator may ask you other questions. After you have hung up, contact the UMC Reception Desk at 2-6161 (on campus phones) or 303-492-6161 (off campus phones) and inform them of the situation. **In a less severe incident**, alert your supervisor.

#### CAMPUS CLOSURE

In inclement weather, the Chancellor may close the campus. Check for closures and emergency preparedness here: 303-492-4636 or <http://www.colorado.edu/safety/campus-closures> (updated by 6am each day). Weather emergencies and campus closures are also announced on radio and television stations listed on the website. Please sign up for campus alerts at <http://alerts.colorado.edu> Once you are 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. **See your supervisor about protocols for your department.**

### VI. UMC AND UNIVERSITY POLICIES

#### NO SMOKING POLICY

The University of Colorado Boulder recognizes that smoking any substance presents a public health



hazard. The University is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. As such, it shall be the policy of the Boulder Campus that smoking will not be allowed in either indoor or outdoor areas of the campus.

#### **UNIVERSITY ALCOHOL AND DRUG POLICY**

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado through the use of alcohol or drugs. Sanctions that may be imposed by the University of Colorado upon employees who are found to be in violation of this policy include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees. To view the policy visit: <http://hr.colorado.edu/pages/Alcohol-and-Drug-Policy.aspx>

#### **UMC REASONABLE SUSPICION DRUG AND ALCOHOL TESTING**

The 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; thereby, increasing safety risks, injuries and diminishing decision-making skills. The UMC has determined that implementation of a drug and alcohol testing policy is an appropriate means of achieving its goal. See Appendix C for details.

#### **RESPONDING TO REQUESTS FOR INFORMATION: ATTORNEYS AND MEDIA**

##### **Attorneys**

All inquiries for information, responses, etc. from attorneys must be referred to the UMC Executive Director or University Legal Counsel. UMC employees are not permitted to answer any questions, confirm or deny any statements, or otherwise speak for the UMC and/or any of its departments, staff, and other entities with attorneys.

##### **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 Executive Director to address media inquiries.

#### **COMPUTER USE POLICY**

All employees MUST comply with the University's policies regarding the use of computing and network resources. Information can be found at <http://www.colorado.edu/oit/policies>

#### **CONFLICT OF INTEREST**

The University shall conduct its affairs so that no member of the University community shall derive private gain from his or her association with the University except as provided by explicit policies of the University. University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence or awards to members of their immediate families. View this policy at <https://www.cu.edu/ope/aps-5003-nepotism-employment>

#### **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 involved parties 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.

View this policy at <https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5015-conflict-interest-cases>

### **DISCRIMINATION AND HARASSMENT POLICY**

The University of Colorado is committed to maintaining a positive learning, working, and living environment, and does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities.

See for further details: <http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures>

### **SEXUAL HARASSMENT POLICY**

The University of Colorado will not tolerate acts of sexual harassment or related retaliation against or by any employee or student. This Policy (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of the University community believes a violation has occurred. It is also a violation for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint. See further details at <https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5014-sexual-harassment-policy>

### **SELF-DISCLOSURE POLICY**

#### **A. Criminal Conviction or Felony Charge**

All current employees are required to self-disclose post-employment criminal convictions or felony charges filed against them that occur on or after the effective date of this policy within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Hiring Authorities notified of a post-employment conviction or felony charge have an obligation to report the information to the Human Resources Background Check Coordinator. Hiring Authorities failing to report the information may be subject to disciplinary action, up to and including termination.

#### **B. Driver's License Suspension or Revocation**

All current employees with primary responsibility for driving as demonstrated in the position description are required to self-disclose the post-employment suspension or revocation of a driver's license that occurs on or after the effective date of this policy within three business days of the revocation to the Human Resources Background Check Coordinator. Hiring Authorities notified of the post-employment suspension or revocation of a driver's license have an obligation to report the information to the Human Resources Background Check Coordinator. Hiring Authorities failing to report the information may be subject to disciplinary action, up to and including termination.

For a complete library of policies to which University employees are subject, please visit <http://www.colorado.edu/about/policies>

#### **THIS HANDBOOK IS A GUIDE**

*This handbook is a guide to help UMC employees learn about the UMC 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.*

**LISTS OF ACCEPTABLE DOCUMENTS****All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<b>1.</b> U.S. Passport or U.S. Passport Card <b>2.</b> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <b>3.</b> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa <b>4.</b> Employment Authorization Document that contains a photograph (Form I-766) <b>5.</b> For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. <b>6.</b> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>1.</b> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address <b>2.</b> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address <b>3.</b> School ID card with a photograph <b>4.</b> Voter's registration card <b>5.</b> U.S. Military card or draft record <b>6.</b> Military dependent's ID card <b>7.</b> U.S. Coast Guard Merchant Mariner Card <b>8.</b> Native American tribal document <b>9.</b> Driver's license issued by a Canadian government authority <b>For persons under age 18 who are unable to present a document listed above:</b> <b>10.</b> School record or report card <b>11.</b> Clinic, doctor, or hospital record <b>12.</b> Day-care or nursery school record		<b>1.</b> A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION <b>2.</b> Certification of Birth Abroad issued by the Department of State (Form FS-545) <b>3.</b> Certification of Report of Birth issued by the Department of State (Form DS-1350) <b>4.</b> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal <b>5.</b> Native American tribal document <b>6.</b> U.S. Citizen ID Card (Form I-197) <b>7.</b> Identification Card for Use of Resident Citizen in the United States (Form I-179) <b>8.</b> Employment authorization document issued by the Department of Homeland Security

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**

**UMC Student Employee Planning and Evaluation****Employee's Name:** \_\_\_\_\_**Evaluation Period:** \_\_\_\_\_

mid-Dec or hire date - mid-Dec or promotion date

**Job title** \_\_\_\_\_**Total Hours** \_\_\_\_\_**Supervisor's Name:** \_\_\_\_\_**Part 1:** (At start of employment and evaluation period) Goal Setting Narrative and Sign Below*I agree with the Goal Setting Plan: Supervisor's initials* \_\_\_\_\_ *Employee's initials* \_\_\_\_\_ *Date* \_\_\_\_\_**Part 2:** Complete Coaching Session(s) as described below.**Part 3:** Complete Evaluation Narrative, Point Totals, and Signatures.

Performance Factors	Excellent (3 points)	Above Standard (2 points)	Standard (1 point)	Below Standard (0 points)	Comments
<b>Attendance</b>					
No show/no call					
Missed Shifts					
Tardy					
<b>Professionalism</b>					
Performs duties as expected and completes assignments					
Works both independently and as part of a team					
Manages time well					
Takes initiative/accepts additional tasks					
Accepts direction					
Positively contributes to the UMC's mission					
Positive attitude					
Customer service/client relations					
Problem solving skills					
Appropriate Appearance/Hygiene					

Performance Factors	Excellent (3 points)	Above Standard (2 points)	Standard (1 point)	Below Standard (0 points)	Comments
<b>Interpersonal Skills</b>					
Manages conflict appropriately					
Maintains smooth and respectful relationships with co-workers and customers/clients					
<b>Communication Skills</b>					
Shows courtesy to co-workers and customers/clients					

**Department Specific: Additional work performance categories for evaluation**

	Excellent	Above Standard	Standard	Below Standard	Comments
<b>Work Performance</b>					

**Goal Setting and Planning Narrative**

Mandatory Trainings:

Handbook received, read and signed  
 Student Employee Orientation (within 30 days of hire)  
 Discrimination & Harassment Training (within 30 days of hire)  
 UMC Diversity Training (1 per academic year)  
 Leadership Training for SA III's (1 per semester)

## **Evaluation Narrative**

*Trainings completed?*

\_\_\_\_\_ *I agree with the above evaluation*

\_\_\_\_\_ *I disagree with the above evaluation*

**Total points** \_\_\_\_\_ / **# categories** \_\_\_\_\_ = **overall score** \_\_\_\_\_      **Pay Increase** \_\_\_ n/a \_\_\_

*Note: You may receive a pay rate increase depending on your evaluation, the UMC merit raise schedule, budgetary constraints, and CU student pay ranges.*

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluations are required 1) at the end of the fall semester to determine a student's eligibility for a merit wage increase or 2) when the student is promoted to a higher job class. A coaching session is required at the end of the spring semester for all student employees and, at the end of the summer session, for student employees who have worked over 100 hours. Additional coaching sessions may be performed as necessary.**



## **Coaching Sessions**

**Coaching Session—Spring**

**Date**\_\_\_\_\_

**Emp. Initials**\_\_\_\_\_

**Supervisor initials**\_\_\_\_\_

\_\_\_\_\_

**Coaching Session—Summer (required if 100 or more hours worked)**

**Date**\_\_\_\_\_

**Emp. Initials**\_\_\_\_\_

**Supervisor initials**\_\_\_\_\_

\_\_\_\_\_

**Coaching Session—Other**

**Date**\_\_\_\_\_

**Emp. Initials**\_\_\_\_\_

**Supervisor initials**\_\_\_\_\_



University Memorial Center  
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To: University Memorial Center Employees

From: Carlos García, Executive Director

Effective Date: January 15, 2008

Re: 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,<sup>[1]</sup> 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

<sup>1</sup>Controlled 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

*Revised 2/19/10 KGG; Revised 8/26/13 AZ*