UMC

Employee Reference Guide

About the UMC

Learn more:

colorado.edu/umc/about

UMC Mission Statement, Values, History and Inclusion Statement

Learn more:

colorado.edu/umc/mission

New Employee Basics

Learn more:

colorado.edu/hr/new-employees

- Getting paid
- Enrolling in benefits
- Mandatory training
- Holidays
- and more!

Kronos: Timecards and Time Off Requests

Kronos sign-in page:

cuboulder-sso.prd.mykronos.com/wfd/home

Kronos job aid:

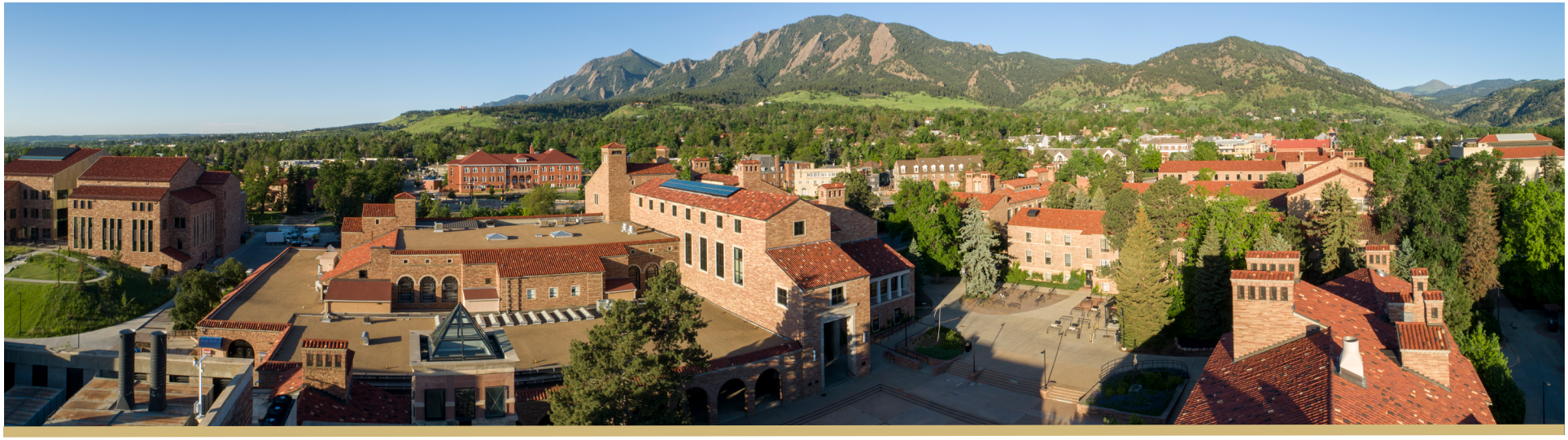
hdsnet.colorado.edu/display/KRONOS/Employee+Resources

Kronos help email:

vcsa-dl-kronoshelp@colorado.edu

Please note:

- Except for emergency situations and sick leave for unexpected illness, time off must be pre-approved and scheduled with your supervisor.
- Not following time off request procedures may result in an unexcused absence. Unexcused absences may result in termination.
- Please see your supervisor about emergency phone numbers and call-in protocols for your unit.
- You are expected to keep track of your time off balances in Kronos and you are expected to know your balances **before** you request time off. Your supervisor will approve or deny your request in Kronos and you will be notified via email.
- Tardiness – It is imperative that you call your supervisor if, for any reason, you will be late to work. Tardiness must be approved by your supervisor to be excused. Unexcused tardiness may lead to termination. Ask your supervisor for emergency phone numbers and call-in procedures.



Overtime / Compensatory Time Policy

All employees who are in positions designated non-exempt under FLSA are eligible for overtime and can earn compensatory time. If there are any questions regarding eligibility, please see your supervisor.

Overtime is accrued when a non-exempt employee works more than 40 hours in any given workweek. The standard workweek is defined as 12:01 a.m. Sunday through midnight, the next Saturday.

Please note:

- **All overtime worked must be approved in advance by the supervisor.** This request shall be in writing. Only in exceptional circumstances (e.g., a meeting with a client that runs late, a pressing deadline, etc.) can this request be made at the last minute. The supervisor will evaluate last-minute requests on a case-by-case basis. An employee who works overtime without prior supervisory approval may be subject to corrective action.
- Whenever feasible, efforts should be made to avoid accruing compensatory time by adjusting the employee's work hours within the same work week. Employees should make arrangements with their supervisor to leave early or arrive late in order not to exceed 40 hours worked in the same work week. If comp time is accrued, the departmental policy is:
  1. There is a maximum comp time accrual of 60 hour and any comp time exceeding this limit will be paid.
  2. Accumulated comp time must be scheduled as soon as practical after the end of the payroll period in which the overtime was worked.
- Requests to use accrued comp time are handled in the same manner as annual leave requests and must be requested in advance.

Shift Differential

Most permanent staff members are eligible for second shift differential and third shift differential for working evenings or nights. See your supervisor with any questions.

Leave

Leave types, information and forms:

colorado.edu/hr/leave

Holidays

In the event that a holiday on which the building is closed falls on an employee's regular day off, they should work with their supervisor to schedule a different day off to achieve a 3-day weekend in that same week.

Performance Evaluations

Process, forms and Cornerstone training:

colorado.edu/hr/performance

The Division of Student Life may adjust performance plan and evaluation due dates. Supervisors will be notified by Student Life Employee Experience in advance of any changes.

Multiple Jobs Policy

Your employment with the UMC must be your principal job. Multiple state jobs require pre-approval by both appointing authorities. Non-state employment requires preapproval by the UMC appointing authority.

Learn more:

colorado.edu/hr/compensation/staff-positions#multiple_appointments-1107

Ongoing Training

All employees are expected to complete ongoing training requirements.

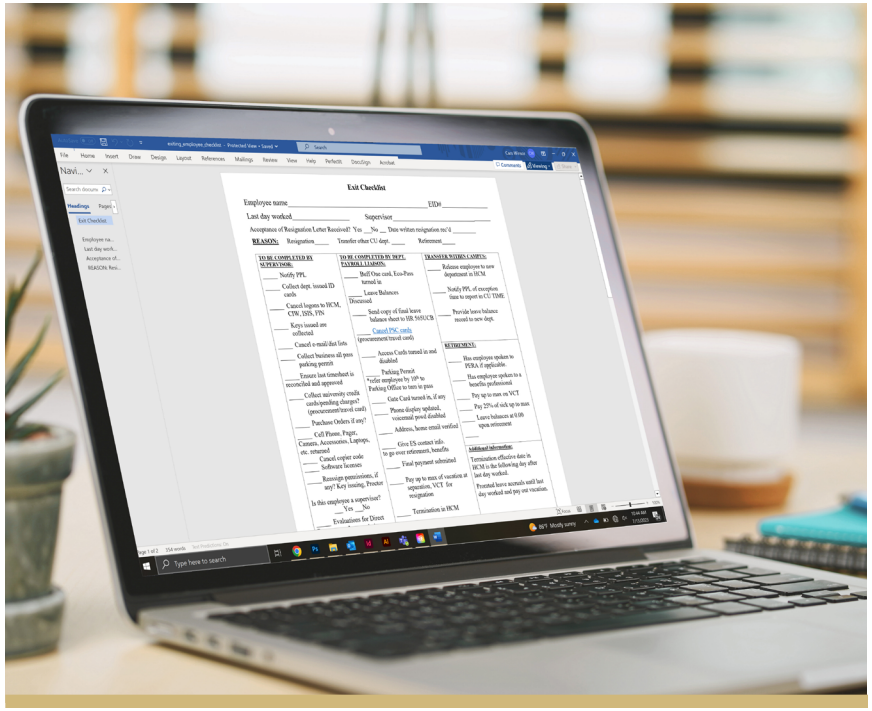
Terminating Employment

If you decide to stop working at the UMC, please give your supervisor written notice indicating your last day of work. At the end of your last shift, you must turn in all UMC property and approve your final timecard. Confirm your address is correct in your MyCUInfo portal to ensure that your W-2 form is mailed to you.

Staff must work with their supervisor to complete the exiting employee checklist.

The checklist and all information about leaving CU is available here:

colorado.edu/hr/leaving-cu



Work Related Injury or Illness

Injured staff must follow these procedures:

cu.edu/risk/incident-procedure

Please note:

- 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.
- 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 **888-812-9601** or **303-860-5682** for further instructions.

Campus Emergencies and Hazards

View campus emergency procedures:

colorado.edu/emergencymanagement/campus-emergencies-hazards

Medical Emergencies

In a life-threatening situation, call 911 immediately!

Provide the three Ws to the dispatcher:

- **Who:** State the gender and approximate age of the person.
- **What:** Explain the nature of the illness or injury and the person's status.
- **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 **303-492-6161** and inform them of the situation. In a less severe incident, alert a supervisor.

Campus Closure and Delayed Start

In inclement weather, the chancellor may close the campus.

Check for closures and emergency preparedness:

Call **303-492-4636**

colorado.edu
Updated by 5:30 a.m. each day.

Sign up for campus alerts at:

alerts.colorado.edu

Once you are signed up, you will receive a text message or email 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.**

Building Close Scheduling

During weeks that include a UMC closure (not related to a university holiday, admin day or snow day), employees must account for a 40-hour work week with one of the following options:

Employees may adjust their schedules within the Sunday–Saturday workweek to accommodate the UMC closure without using vacation – for example, shifting from a Tuesday–-Saturday schedule to a Monday–-Friday. Vacation hours may be used to reach the 40- hour total.

Vacation hours may be used to reach the 40- hour total.

Employees may work their regular schedule (during a UMC closure) if they have work-related projects to work on during their full shift. Vacation hours may be used to reach the 40- hour total.

Important notes:

- Work-related projects must be pre-approved by your supervisor.
- It is the employee's responsibility to make sure the building is adequately closed and locked when they leave and that they don't let anyone else in while they are here.
- All schedule adjustments must be approved by your supervisor one week in advance of the adjustment and meet operational needs.

Computer Use

View the policy:

colorado.edu/compliance/policies/acceptable-use-cu-boulders-it-resources

Conflicts of Interest

As a state institution, it is imperative for both legal and ethical reasons that university employees are required to avoid any situation in which an individual's financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, an individual's professional judgment in exercising any university duty or responsibility. Actual or potential conflicts must be appropriately disclosed, so that such conflicts may be reviewed and, as appropriate, managed or eliminated.

Conflict of Interest Policy and FAQs:

hdsnet.colorado.edu/display/SLPC/Conflict+Of+Interest

Disclosure form:

Authorization to Engage in Outside Employment/Interests/Service/Engagement

hdsnet.colorado.edu/pages/viewpage

Conflicts of interest may also arise in the context of gifts, travel and entertainment. University employees are expected to conduct themselves so as to ensure that their positions are not misused for private gain with respect to the acceptance of gifts per the state law. Members of the university community may not solicit, accept or agree to accept any benefit that is intended to influence the employee in the performance of their university duties.

Conflict of Interest Policy and FAQs:

hdsnet.colorado.edu/display/SLPC/Conflict+Of+Interest

Responding to Request for Information

Responding to attorneys

All inquiries for information, responses, etc. from attorneys must be referred to the UMC 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.

Responding to media

All media inquiries must be referred to a UMC leadership team member. 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.

Amorous Relationships

View the policy:

cu.edu/ope/aps/5015

Discrimination, Harassment, Sexual Misconduct and Violence

View the policy:

colorado.edu/compliance/policies

Background Check and Self-disclosure

View the policy:

colorado.edu/compliance/policies

Please note:

Employee self-disclosure requirements:

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.

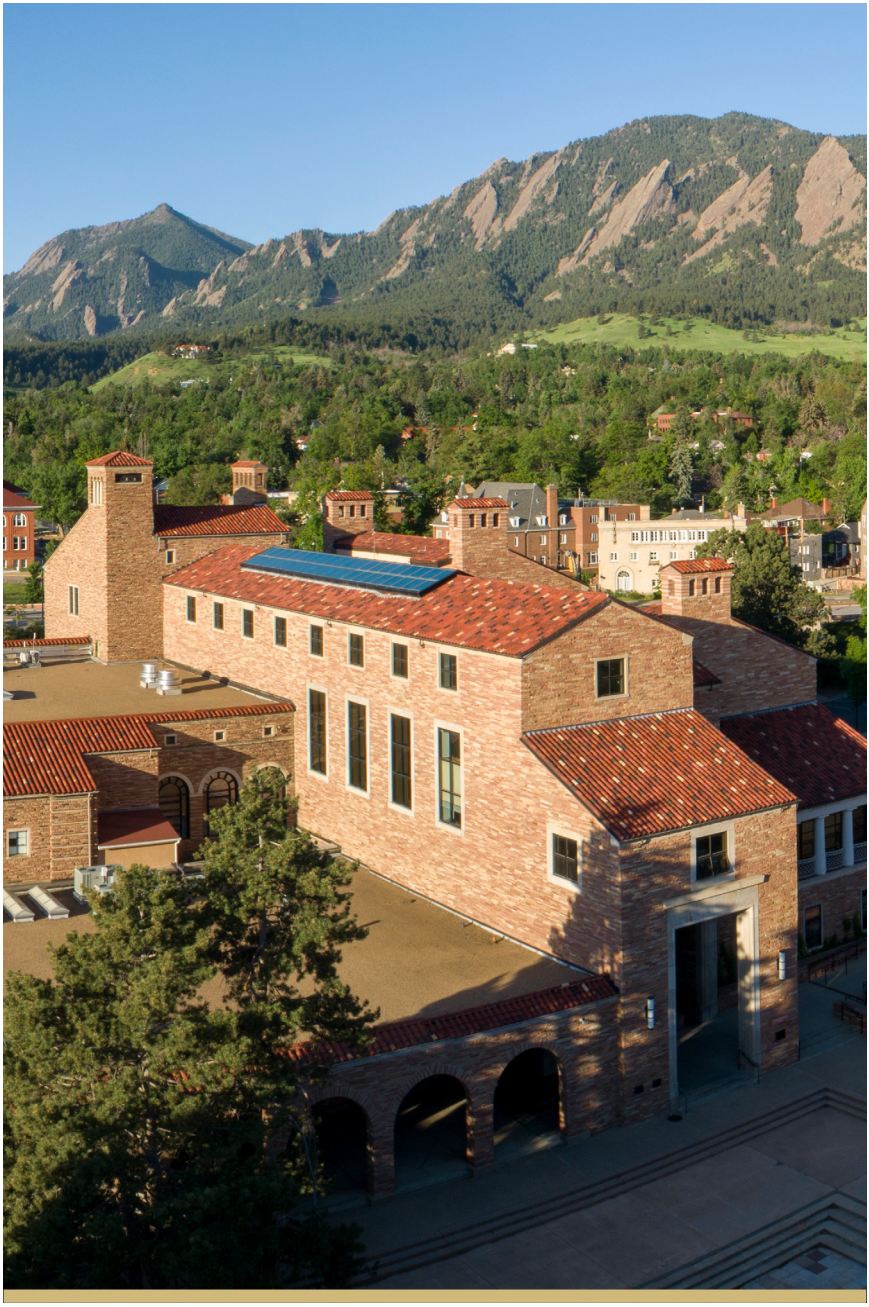
B. Driver's License Suspension or Revocation

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.

Alcohol and Drugs

View campus-wide policy and guidelines:

colorado.edu/hr/alcohol-drugs-guidelines



University of Colorado **Boulder**