

University **Memorial Center**

UMC

*University Staff, Permanent Classified and
Temporary Staff*

Employee Handbook



University of Colorado
Boulder

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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 <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:

- Forms of identification as listed on Appendix A to satisfy the Form I-9, Employment Eligibility Verification requirements

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.

The UMC Payroll Liaisons will assist you through this process so you can begin working.

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.

IDENTIKEY ACTIVATION

A day or so after you start working you must activate your IdentiKey computer access. (Your personal information must be entered into the HR/HCM system before you can do this.)

You will need to know: your Employee ID#, Date of birth (mm/dd/yyyy) and last 4 digits of your Social Security Number. You will need to create a complex password: 10 characters long, including 3 types of characters (uppercase, lowercase, numbers and/or symbols).

- Go to <https://cuidm.colorado.edu>
- Click on “Activate your IdentiKey”
- Review the Account Activation Process agreement and then click on the box to check mark the certification statement as below.
 - **I certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy**
- Click Continue and follow the directions.

IMPORTANT! Once you have your IdentiKey activated you or your supervisor must email your IdentiKey User Name (not password) to UMC-Numara@colorado.edu

Remember your Username and Password! You need them to logon to the University of Colorado Boulder portal called MyCUInfo (<https://myCUInfo.colorado.edu>). Here you can access mandatory training, your pay advice, CU Resources and more.

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.)

NEW EMPLOYEE TRAINING

Discrimination and Harassment Training is required for all employees within 30 days of

employment. Some trainings have similar names and 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
- 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.

More Training for Permanent Classified Staff and Exempt Professionals Only:

Complete the online **Information Privacy and Security** training within 30 days. Pay close attention to the course title and ID number to ensure you complete the correct training. Some trainings have similar names and only the trainings listed in this handbook will fulfill the requirements for these online trainings.

- Log in to MyCUInfo at <https://myCUInfo.colorado.edu>
- Click on CU Resources tab
- Click on Training
- Click on Start SkillSoft
- Click on Catalog
- Click on the CU-Boulder
- Click on Information Security and Technology
- Click on **CU: Information Security & Privacy Awareness**
- 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.

The CU Office of Human Resources offers an online **New Employee Orientation** that provides valuable information about being an employee at CU-Boulder. To access this resource:

- Log in to MyCUInfo at <https://myCUInfo.colorado.edu>
- Click on CU Resources tab
- Click on Training
- Click on Start SkillSoft
- Click on Catalog
- Click on the CU-Boulder
- Click on the Human Resources folder
- Click on course title **CU: New Employee Orientation-CU Boulder**
- Click on blue arrow to start [Launch] the course
- Remove pop-up blocker if it comes up

New Employee Orientation can be offered in Spanish in-person if it is requested.

If you are having trouble logging into Skillsoft, you can check your browser compatibility at <https://www.cu.edu/employee-services/skillsoft/resources-skillsoft> under “Skillsoft Troubleshooting Guides”.

Contact CU Employee Services for **Health Benefits** information and guidance through the registration process. To reserve your place at an orientation meeting, contact the Employee Services Reception Desk at (303) 860-4200 (option 3). Further information is available at <https://www.cu.edu/employee-services/benefits-university-colorado>

UMC Diversity Training is required twice per evaluation period (once during the Summer – Fall terms and once during the Spring term) for all UMC Permanent Classified, University Staff, and Temporary employees. An email is sent out at the beginning of each semester outlining diversity training opportunities that fulfill this requirement. Supervisors will advise their employees about training options and attendance sheets. These trainings are also posted at <http://www.colorado.edu/umc/employees>

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

GETTING PAID

University and Classified Staff are paid the last working day of each month. For most employees, the pay covers that entire month with adjustments made for leave used, overtime earned and shift differential from the previous month. **Note that June pay is distributed on the first working day of July.**

Temporary staff members 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.

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” from the drop down menu. You also can fill out a form in the UMC Payroll office (room 308A). Note: This only updates your employment information, not academic information.

BENEFITS FOR PERMANENT CLASSIFIED AND UNIVERSITY STAFF

If you are eligible for health and life benefits, you have 30 days from the start of your employment to sign up for them. We encourage you to sign up as early as possible. Information regarding employee benefits may depend on job class and can be found at the following websites:

University of Colorado Employee Services: <https://www.cu.edu/employee-services> Human Resources University of Colorado Boulder: <http://hr.colorado.edu>

II. ON THE JOB

WORK WEEK

The work week begins on Sunday and runs through Saturday. Ordinarily, permanent full-time employees are expected to work 40 hours* per week and permanent half-time employees are expected to work 20 hours* per week. Temporary employees are expected to work according to their schedule for each week.

OVERTIME

Some employees, depending on the job class, are eligible for overtime (over 40 hours/week). Eligible UMC staff receive compensatory time in lieu of cash payment. The rate of compensatory time is 1.5 times that of regular hours. Although using compensatory time in lieu of cash payment is the UMC's preferred method, we retain the option to use cash payments for overtime compensation. It is campus policy that staff **MUST** receive prior supervisory approval. Failure to receive advance, preferably written, approval may result in disciplinary action. Temporary employees receive cash payment for overtime at 1.5 times that of regular hours.

SHIFT DIFFERENTIAL

Most Permanent Classified Staff members are eligible for 2nd shift differential and 3rd shift differential for working evenings or nights. See a UMC Payroll Liaison (308A) for any questions.

KRONOS – RECORDING HOURS

Work according to an agreed upon weekly schedule. Begin and end your shift on time. Accurately report your hours.

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).

Time clocks are behind the UMC Reception Desk, at the Alferd Packer Grill, at the Connection and in the custodial break room (1B13B).

If you have a scheduled meal break in your shift, punch "in" and "out" for the break. Meal breaks are unpaid. Different departments have different rules for this, so be sure to follow your supervisor's instructions about recording your break.

If you forget to punch in or out, immediately notify your supervisor in writing. Do not punch the time clock in the middle of a shift except for meals or breaks of 20 minutes or more.

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. You do this by approving your Kronos timecard for the previous week by 10 am each Monday morning. Your supervisor will show you 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 morning, be sure to approve your hours after your last shift for the week. If there is any error with time worked, 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, employees and supervisors are certifying that the reported time is complete and accurate. Certifying time is required by Federal Law. These reports are kept for audit purposes and must be accurate. False reporting may result in termination.

III. ATTENDANCE

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.

REQUESTING TIME OFF

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 specific call-in protocols for your department. Classified and University Staff employees request time off by filling out the top portion of a "State of Colorado Leave/ Absence Request and Authorization" form located at V:\UMC Staff All\Forms and submitting it to their supervisor via email for approval. Use this form to request absences for vacation, administrative, funeral or sick leave, compensation time, jury duty, docked time, etc. For specific procedures, speak with your supervisor.

If your supervisor approves the leave, s/he will sign the request form and inform you of the approval. The request will be emailed or delivered to the UMC Payroll office by the appropriate deadline.

During slow times, Classified Staff employees may be scheduled for less than 20 or 40 hours a week. A leave form must be filled out and turned in to request this time.

UMC LEAVE WITHOUT PAY GUIDELINES

Per State Personnel Board Rule 5-17 and Regent Policy 11E.3.d, the University Memorial Center (UMC) may consider granting unpaid leave or leave without pay when extenuating circumstances arise and an employee requests unpaid leave.

An employee must request unpaid leave by approaching his/her direct manager as soon as the employee becomes aware of the need. When appropriate, the employee must provide complete and accurate documentation in order to verify the need and length for the leave. The manager will notify the appointing authority of the request for unpaid leave and the appointing authority will be the final decision maker on whether the leave will be approved.

Each request for unpaid leave will be reviewed by the appointing authority and a decision will be made whether to grant this leave based on the circumstances presented by the employee, the amount of leave needed and the overall business needs in the department at the time of the request. The employee will be notified of the final decision by his/her manager through an

approved or denied leave request.

According to the state personnel board rules and university policy, employees must exhaust all paid leave before being placed on unpaid leave.

Unpaid leave must be authorized before it is taken and it is the responsibility of the employee to manage his/her leave balance. Employees with questions regarding his/her leave balance should contact the UMC Payroll Office in 308A (ext. #2-8453).

In addition, the University of Colorado Boulder administers a Leave Sharing Program for eligible employees. To learn more about how employees may donate or apply for leave through this program, please visit <http://hr.colorado.edu/lr/leave/Pages/Leave%20Sharing.aspx>

Note: Leave accruals are based on the time worked so unpaid time lowers the amount of leave accrued. Temporary employees do not qualify for any paid time off.

SICK LEAVE

Call your *supervisor* as soon as possible if you must be absent due to illness or emergency situations. Provide your supervisor with answers to the following questions to determine the status of Family Medical Leave (FML).

- Is this time off due to a hospital stay?
- Is it due to a doctor's orders or care?
- How long will you be off?
- Is the absence due to a work-related illness or injury?

For Classified and University Staff and Temporary Employees, a leave request form must be filled out as soon as possible requesting time off. Absences must be approved by your supervisor to be excused.

Any Classified Staff employee absent longer than 3 full consecutive working days due to illness will be required to submit a "State of Colorado Medical Certification Form" for determination of possible FML job protection and leave usage purposes. University Staff employees absent longer than 3 full consecutive working days due to illness will be required to submit a "U.S. Department of Labor, Certification of Health Care Provider for Employee's Serious Health Condition" form for determination of possible FML job protection and leave usage purposes. The form and information regarding FML will be given or mailed to you by the UMC Payroll Office. If the form is not submitted, sick leave must be denied and FML job protection cannot be granted.

FAMILY MEDICAL LEAVE

Family Medical Leave (FML) is unpaid leave and job protection. Time off is provided by federal law, the Family and Medical Leave Act of 1993.

Qualifying full time permanent Classified Staff employees are entitled up to 520 hours per fiscal year of leave. Qualifying full time University Staff employees are entitled up to 480 hours per fiscal year of leave. Qualifying part time employees are entitled to a pro-rated amount of time.

FML is granted for the addition of a child through birth, adoption or foster care or for serious health conditions of the employee or a qualifying family member. It may also be granted for a

qualifying exigency when a family member is called to active military duty or to care for a qualifying covered service member with a serious illness or injury. Serious health conditions and qualifying family members are defined by the law.

The State requires that paid leave run concurrently with FML leave before being placed on unpaid leave. Depending on the situation, FML may run concurrently with Workers' compensation and other leave. Employers are required to grant FML to qualifying employees for qualifying events.

Documentation is required to determine eligibility and compliance with the law. Examples of documentation that may be required are: State of Colorado Medical Certification form, U.S. Department of Labor, Certification of Health Care Provider for Employee's Serious Health Condition form, State of Colorado Fitness-To-Return form, University of Colorado Boulder Fitness-to-Return form, Affidavit of Common Law Marriage, proof of adoption, etc.

The UMC Payroll Liaison will provide you with a packet of information and forms, and will assist you with the process.

DEFINITIONS OF LEAVE CATEGORIES (ELIGIBILITY AND SPECIFICS DEPEND ON JOB CLASS)

Annual Leave: Time off for personal needs (i.e. vacation or personal business).

Sick Leave: Time off for health reasons. This may include health needs of the employee or a family member as defined in the sick leave policy. *Note: a different definition of a family member applies to Family Medical Leave. Documentation of the familial relationship may be required.*

Holiday Leave: Time off for legal holidays. Holiday hours are prorated based on the number of hours worked in the month the holiday occurs.

Bereavement Leave: Time off due to death of family members or other persons is subject to Supervisor/Appointing Authority approval.

Jury Leave: Paid leave for jury duty. Permanent employees are paid for the period they are required to serve. Temporary employees are paid up to three working days. Documentation may be required. Jury pay is not turned over to the department.

University Staff can find more leave information on the HR website at <http://hr.colorado.edu/pages/policiesOEP.aspx>

Permanent Classified Staff can find more leave information in the State of Colorado Employee Handbook at <http://www.colorado.gov/dhr> Click on "Employee" tab, scroll down to "Other Human Resources", and click on "Employee Handbook".

ANNUAL EVALUATIONS

Permanent Classified and University Staff job performance is evaluated once per year. Formal evaluations allow for the opportunity to recognize outstanding efforts, acknowledge opportunities for development and set goals for the upcoming year. Each employee must have a Performance Plan in place within 30 days of hire. Performance awards are effective July 1st. Awards are based on a number of considerations including performance rating, policies of the personnel director and available funding.

MULTIPLE JOBS

Your employment with the UMC must be your principle job. Multiple state jobs require pre-approval by the appointing authorities. Non-state employment requires preapproval by the UMC appointing authority. See the payroll liaison anytime your employment status changes.

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. Submit any change of address to the UMC Payroll Office to ensure that your W-2 form is mailed to you. Staff must complete a check out form, approve their Kronos timecard and will be contacted about an Exit Survey.

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 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 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. Permanent Classified and University Staff will use accrued sick leave for the first 24 hours missed. If the employee has no accrued sick leave, vacation leave or compensatory time, then the first 24 hours may be unpaid. After the 24 hour allotment is reached and you still need medical care, your leave may or may not be paid. 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 EVACUATION

Everyone must leave the building when the fire alarm sounds, no matter what! Please see your supervisor for specific procedures and assembly areas 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 and 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 EMERGENCIES

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 a 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/> (updated by 6am each day). Weather emergencies and campus closures are also announced on radio and television stations 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. View this policy here:

<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 UMC 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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. 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		1. 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. 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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and 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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. 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				

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.

APPENDIX C



University Memorial Center
Executive Director's Office
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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,^[1] 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

¹Controlled 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