EMPLOYEE RESOURCES

Click on the icons to be directed to the associated website

Human Resources
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Learning and Development Human Resources
CU for Colorado brings together all of CU’s nearly 800 outreach programs and patient services, which extend from the four campuses to people and places across the state.
# PARKING AND TRANSPORTATION

<table>
<thead>
<tr>
<th>CU Anschutz Medical Campus</th>
<th>CU Denver</th>
<th>OTHER</th>
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</thead>
<tbody>
<tr>
<td><strong>Interactive Campus Map:</strong></td>
<td><strong>Auraria Higher Education Center Map:</strong> <a href="#">HERE</a></td>
<td><strong>Inter-Campus Bus Schedule:</strong> <a href="#">HERE</a></td>
</tr>
<tr>
<td>Location: Fitzsimons</td>
<td>Location: 7th Street Parking Garage – First Floor</td>
<td>CU South Denver: <a href="#">HERE</a></td>
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<tr>
<td>Administration Building 500</td>
<td>Hours: Weekdays 7:30am to 4:30pm</td>
<td>Facilities Management Parking, Maps, and RTD: <a href="#">HERE</a></td>
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<tr>
<td>– First Floor</td>
<td>Phone: 303 – 556 – 2003</td>
<td></td>
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<tr>
<td><strong>Hours:</strong> Weekdays 7:30am to 4:30pm</td>
<td><strong>Phone:</strong> 303 – 724 - 2555</td>
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<tr>
<td><strong>Phone:</strong> 303 – 724 - 4444</td>
<td><strong>After Hours:</strong> 303 – 724 - 4444</td>
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BADGES

CU Denver
- Appointing Authority is responsible for completing the paperwork
- You take the paperwork to the Tivoli Building
- Bring a photo ID

Tivoli Student Union, Suite 269
Phone: 303-556-8385
Hours: M-TH 8am – 7pm,
F 8am – 5pm
(hours subject to change during breaks)

CU Anschutz Medical Campus
- The Department HR/Payroll Liaison will submit the paperwork
- You will receive a call or email from the Badging Office to make an appointment
- You will need to present a state-issued driver’s license, state-issued ID, passport or military ID

Fitzsimons Building, Room N1207

Dual Access
- If you need dual access, you must have two badges, one for each campus

Affiliate Hospital or Off-Site Location
- Check with your Department HR/Payroll Liaison for the process
PORTAL

Skillsoft
- Online Trainings and Instructor Led Trainings Enrollment
- Required Trainings
  - Discrimination and Sexual Misconduct
  - Check in with your supervisor or HR Business Partner for other required trainings

Benefits and Wellness
- Benefits enrollment (due within 31 days of your start date)

CU-Data
- Address, Phone Number, Emergency Contact

Paychecks
- Direct Deposit
- W-2 Form

My Leave
- Time card tracking (if applicable for your department/unit)

Code of Conduct
- View the University’s Code of Conduct

Request System Access
- If your role requires HCM, FIN, Marketplace or others, request it here

Who do I contact if I have a problem with the Portal?
- Contact your campus IT Help Desk
  ucd-oit.helpdesk@ucdenver.edu  303-724-4357
- Email CU System Learning and Development
  system.training@cu.edu
Step 1
Verify which of the trainings are required by your department.
The courses listed are the most popular required trainings but they do not apply to everyone.

Please also note that the “Role Specific” link under “New Employee” includes additional courses that may be required by your department.
DEPARTMENTS

OFFICE OF ADVANCEMENT
CU Denver
• Alumni Relations
• Fundraising activities
• Annual Giving
  advancement@ucdenver.edu
  303-315-3601

CU Anschutz
• Works with schools to match passions of benefactors
  Anschutzdevelopment@ucdenver.edu
  303-724-8227

EMPLOYEE SERVICES
• Benefits and Wellness
• Payroll
• Retirement Options and Financial Wellness
• Career Advancement and Learning
  employeeservices@cu.edu
  303-860-4200

CU INNOVATIONS
• Disclose an Inventions
• Available Technology
• Funding Resources
• Partner with us
• Form a Company
  See contact page
  303-724-3720

OFFICE OF DIVERISTY AND INCLUSION
• Center for Identity & Inclusion
• Office of Inclusion & Outreach
• Women & Gender Center
• Undocumented Student Services
• Individualized Training
  ODI@ucdenver.edu
  303-315-2123

OFFICE OF EQUITY
• One of our primary functions is to stop, prevent, and remedy discrimination, harassment, sexual misconduct and any related retaliation
  • We can provide a number of interim remedies (no contact orders, alternative arrangements for classes/extensions on assignments, other safety measures)
  • We can connect you with resources on or off-campus and offer support to you
  Equity@ucdenver.edu
  303-315-2567

FACILITIES MANAGEMENT
• Parking & Maps
• Policies & Guidelines
• Fire & Life Safety
• Events on Campus
  dispatch@ucdenver.edu
  303-724-1777
FINANCE OFFICE
• Provides account support
• Interpretation/compliance of state, Federal, and university fiscal rules
• Request a Speedtype
303-315-2250

OFFICE OF INFORMATION TECHNOLOGY (OIT)
• Support (Phone, Chat, Portal, Walk-Up)
• Current System Status
• Technology Guidelines
• Software Downloads
• System Alerts and Status.
303-724-4357

OFFICE OF GRANTS AND CONTRACTS
• Assist faculty in their efforts to secure external support
• Responsible for after award for compliance with non-technical sponsor
• Monitor grants, reports, and regulations
303-724-0090
Xenia@ucdenver.edu

OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS
• IR Quick Guide
• Data Requests
• Report Library
• NSSE
• IRB
• Products and Services
IR@CUDenver.edu
303-315-2840

HUMAN RESOURCES
• Talent Acquisition & Compensation
• Employee Relations & Performance
• Human Resources Operations
• Learning and Development
Human.Resources@ucdenver.edu
303-315-2700

OMBUDS OFFICE
• Discuss issues and concerns
• Coach visitor with options
• Explain University policies and procedures
• Provide individualized training
CU Denver 303-315-0046
CU Anschutz 303-724-2950

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DEPARTMENTS

PROCUREMENT SERVICES CENTER
• CU Marketplace
• Concur Travel & Expense
• Suppliers
• AP Invoices

See contact page

RISK MANAGEMENT
• Workers’ Compensation
• Event & Activity Planning
• Certificate of Insurance
• File a Claim

See contact page

UNIVERSITY COMMUNICATIONS
• Chancellor Remarks
• Ecomm
• Editorial Style Guide
• Event Promotion
• Marketing and Advertising
• Photography and Video Services
communications@cuanschutz.edu

UNIVERSITY POLICE
• CU Alerts
• Police Department Information
• Report a Crime
• Active Harmer Information
• Training
CU Denver 303-556-5000
CU Anschutz 303-724-4444

OFFICE OF REGULATORY COMPLIANCE
Regulatory Offices where researchers can find assistance:

• Clinical Research Administrative Office
  ClinicalResearchSupportCenter@ucdenver.edu
  ucdenver.edu/Research
• Colorado Multiple Institutional Review Board
  COMIRB@ucdenver.edu
  ucdenver.edu/COMIRB
• Institutional Compliance & Privacy
  HIPAA@ucdenver.edu
  ucdenver.edu/HIPAA

• Conflict of Interest (COI)
  COI@ucdenver.edu
  ucdenver.edu/COI
• Environmental Health & Services
  EHS.Compliance@ucdenver.edu
  ucdenver.edu/EHS
• IACUC and Regulatory Committees
  IACUC@ucdenver.edu
  ucdenver.edu/IACUC
• Research Information Technology
  720-724-1010
  ucdenver.edu/RIT
KEY PHONE NUMBERS

Anschutz Campus Police* 303-724-4444

Denver Campus Police 720-593-8477

Lactation Services 303-315-2567

FaST – Faculty and Staff Threat Assessment and Response Team 303-315-0182

EthicsLine* 1-800-677-5590

ADA Accommodations 303-724-9686

Phoenix Center at Auraria|Anschutz* 303-315-7250
24/7 Crisis Helpline 303-556-2255

HELPFUL LINKS

Portal Access Page

Total Compensation Calculator

Holiday Schedule

Faculty and Staff Resources

Employee Discounts

Events Calendar

FERPA

Move. Program

Office of Research Newsletter Tips

CU Anschutz Today

Wellness Center Anschutz

Strauss Health Sciences Library

Learning and Development

CU Denver Today

Wellness Center Denver

Auraria Library*
2100 North Ursula Street #30, Aurora, CO 80045
lostcoffee.com

**FOOD TRUCK DAYS**

**CU Denver**
- Every Monday, excluding holidays and academic breaks.....
- Find a variety of cuisine from your favorite food trucks!
- 11:00am – 3:00pm
- Located: Lawrence Way turnaround between St. Cajetan’s and the King Center

**CU Anschutz Medical Campus**
- Every Wednesday – May through October
- Find a variety of cuisine from your favorite food trucks!
- 11:00am – 2:00pm
- Located in front of the Fitzsimons Building
LEARNING AND DEVELOPMENT TEAM

Kaitlin Norris
Training Coordinator

Debbie Lammers
Director

Kara Williams
Training Coordinator

HR.TrainingRegistration@ucdenver.edu

EMPLOYEE SERVICES

- Employee Services
- Collaborative HR Services
- Benefits & Wellness
- Payroll

Professional Growth & Training
HCM Community
Work/Life Blog

Training Course Catalog
Training Schedule

EMPLOYEE LEARNING AND DEVELOPMENT
Training Course Catalog

Employee Services
Collaborative HR Services
Benefits & Wellness
Payroll

Professional Growth & Training
HCM Community
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HR.TrainingRegistration@ucdenver.edu
Americans with Disabilities Act
Reasonable Accommodation Procedure

Step 1: The employee/applicant contacts the ADA Coordinator for the University of Colorado Denver | Anschutz Medical Campus and obtains the Reasonable Accommodation Documentation Form.

The ADA Coordinator, Doug Kasyon, may be contacted at:
Phone: (303) 724-9686
Email: DOUG.KASYON@CUANSCHUTZ.EDU

Step 2: Employee takes the form and a list of essential job functions (or a description of the application process) to his/her medical professional. The essential job functions may be found on the job description, job posting or performance plan. The medical professional completes and signs the form. Employees should be aware that their medical professional may require the employee/applicant to sign a medical release form.

Step 3: The employee/applicant submits, or requests the medical professional submits, the completed form to the ADA Coordinator. Please be aware that it may be necessary for the ADA Coordinator to consult with the medical provider. If so, the employee/applicant will be asked to sign a release form.

Step 4: The ADA Coordinator reviews the form and engages the employee/applicant in an interactive process to identify appropriate reasonable accommodations. This may require an assessment by a third-party vendor which the ADA Coordinator can assist in identifying. The employee/applicant’s department generally must fund the evaluation; there is no general university fund for this purpose.

Step 4: Employee’s department or other University management provides information to the ADA Coordinator to determine whether the request for accommodation causes undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others. The employee/applicant’s department generally must fund the request; there is no general university fund for this purpose.

Step 5: ADA Coordinator informs the employee/applicant whether appropriate reasonable accommodation has been identified. The ADA Coordinator will follow-up with the employee and responsible department to ensure the accommodation is implemented.

The Americans with Disabilities Act (ADA), as amended, requires that the CU Denver and CU Anschutz provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, and for persons who participate in or apply for participation in the University’s programs and activities. Exceptions to the obligation for providing accommodation may be made if doing so would cause undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others.

For more information about disabilities visit the following federal government websites: www.ada.gov and www.adainformation.org.

For more information about types of accommodations appropriate for specific disabilities visit the Job Accommodation Network at www.askjan.org.

Employees can find the University Disability Accommodation policy on the Human Resources website found at: www.ucdenver.edu/HR.

Students seeking reasonable accommodation should contact the Office of Disability Resources and Services at:
Downtown: 303-556-3450
Anschutz Campus: 303-724-5640
The Human Resources department at the University of Colorado Denver | Anschutz Medical Campus is committed to providing extraordinary service to more than 11,200 faculty and staff members critical to the University’s success in teaching, research, community service and clinical care. The University of Colorado Denver | Anschutz Medical Campus is committed to diversity and equality in education and employment.

The CU Denver Human Resources department consists of Talent Acquisition & Compensation; Employee Relations & Performance; Learning & Development; and Human Resources Operations.

### Talent Acquisition & Compensation
Florie Montoya, Senior Director

- Compensation policy interpretation and application including: in-range and discretionary pay requests, additional remuneration, separation leave payouts, review of requests for compression and equity increases, and FLSA overtime eligibility determination
- Faculty selection and compensation
- HRMS use and security access
- Approval of appointments in HRMS for CU Denver and CU Anschutz Medical Campus
- Classified staff creation, reallocation, recruitment, selection, consultation on retention rights and layoff processes
- University staff salary analysis, recruitment and selection

### Employee Relations & Performance
Doug Kasyon, Director

- Policy and rule interpretation and application
- Employment rights
- Investigations into workplace violence, harassment and other forms of discrimination
- Managing leave, including Family Medical Leave
- The performance management process, including developing and documenting performance expectations for classified and university staff and faculty
- Separation processes
- Unemployment hearings

### Learning & Development
Debbie Lammers, Director

- New employee orientation
- "Crucial Conversations"
- "Crucial Accountability
- DISC Teambuilding
- Understanding and applying State of Colorado Personnel Board Rules

### Human Resources Operations
Kaylene McCrum, Director

- Faculty job postings
- 9 month temporary postings and hires
- Staff working retiree hires
- Background checks including associated auditing and compliance
- I-9/E-Verify including associated auditing and compliance
- Annual Staff Years of Service recognition events
- School, college, department award/recognition program review and approval
- HR website maintenance
- Personnel Matters Reporting
- Legal records requests
- Personnel file maintenance, review, transfer, and record retention
- Operations policy interpretation and application

Phone: 303.315.2700 | Fax: 303.315.2725 | Email: Human.Resources@UCDenver.edu

**Denver Campus:** Street Address: 1380 Lawrence Street, Ste. 1050, Denver, CO 80204
Mailing Address: P.O. Box 173364, Campus Box A005/130, Denver, CO 80217-3364

**Anschutz Medical Campus:** Mailing Address: Mail Stop F568, Building 500, 13001 East 17th Place, Aurora, CO 80045
Helpful HR links

CU Denver Human Resources Main Web Site:
From this site you can find links to Resources for Employees; Resources for HR Business Partners, including links for forms templates and processes; HR policies and guidelines; as well as information on learning and development and a complete HR Staff listing.
http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx

Listing of CU Denver HR Contacts by Subject/Service and Department:
http://www.ucdenver.edu/about/departments/HR/Documents/WhoContactForAssistance.pdf

CU Careers for Applicants:
List of open university positions and applicant portal.
https://www.cu.edu/careers

CU Employee Services (System Office):
Information regarding university payroll, benefits and retirement information.
https://www.cu.edu/employee-services

CU Denver | Anschutz Faculty and Staff Web Site:
Popular tools and resources for university faculty and staff.
http://www.ucdenver.edu/faculty-staff/Pages/default.aspx

CU Denver | Anschutz Employee Portal:
In the employee portal you can find your pay advice, leave accrual, CU business applications and university news and announcements.
https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html

State of Colorado Personnel Board Rules:
Listing of all the state personnel board rules that apply to state/classified employees.
https://www.colorado.gov/pacific/spb/rules-0

CU and State of Colorado Employee Discounts:
Access to over 100,000 name brands at hundreds of your favorite retailers, including tickets to sporting events, concerts, movies and more.
https://stateofcolorado.benefithub.com

PERA:
Web site for Public Employee Retirement Association.
https://www.copera.org/

CU Risk Management:
Information on applying for disability or worker’s compensation.
http://www.cu.edu/risk
Is CU EthicsLine the only way to report suspected problems?
No. CU EthicsLine is being provided as an additional communications tool for employees. We recommend first speaking with your supervisor or other appropriate level of management within your organization to report or address conflicts and suspected problems. If your concern involves fiscal misconduct (such as fraud, embezzlement, or significant abuse/waste of university resources), you are encouraged to report the issue via the CU EthicsLine or by contacting Internal Audit directly at 303-492-9730.

How do I benefit when I call CU EthicsLine?
There are no rewards offered. However, fraud, serious violations of policies, and illegal acts can penalize the entire university. Avoiding or correcting such problems will benefit students, fellow employees, and constituents. Remember, by university policy you are responsible for reporting such issues.

If I make a report, how will I be affected?
Colorado state law and university policy provide that an appointing authority or supervisor cannot initiate or administer disciplinary action against you for providing information in good faith about wrongdoing or suspected wrongdoing.

How will I know if the problem was addressed?
If you follow-up on a report, you will see an indication as to whether your reported matter is resolved, but, due to confidentiality requirements, you will not necessarily be informed as to how the matter was resolved.

What is my role?
❖ Know your responsibilities.
❖ Understand the rules, regulations, and university policies that apply to your position.
❖ Ask questions if you’re not sure what to do. Don’t guess.
❖ Fix problems if you can. Don’t ignore them.
❖ Raise concerns if you see something you don’t think is right.
❖ Try to resolve issues through existing channels.
❖ Be personally accountable for your actions. Lead by example.
❖ Treat others with fairness and respect.
❖ Be a responsible steward of university resources.
❖ Support others in doing the right thing.
❖ Show pride in the University of Colorado’s reputation and success through your own responsible conduct.

CU EthicsLine
1-800-677-5590 or
www.ethicspoint.com
Public trust in the University of Colorado is vitally important to our students, our citizens, our sponsors, and our faculty and staff. Together we share a desire to build on our proud history of accomplishment as a leading public academic and research institution. Our success is based on high standards of ethics and integrity. We understand the expectations of us, embodied in codes of conduct and laws and policies, and we strive to do the right things. If something does not seem right, you should be comfortable communicating your concerns, asking questions and reporting unresolved problems. All of the talented individuals who have worked and studied here have made it possible for the University to prosper. Your contribution matters. You are a vital part of the University’s mission and values. Together, we are responsible for the future of the University.

Q&A

How does the CU EthicsLine work?
The service is provided by an independent company, EthicsPoint. It is available 24 hours a day, 365 days a year. When you call, you’ll be asked to describe the nature of the suspected problem. If you use the on-line service, you fill out an interactive form. When your report is completed, EthicsPoint will forward the information to appropriate university officials within one business day.

When should I use the CU EthicsLine?
You are encouraged to speak with your supervisor or other appropriate manager in your organization as the primary means to resolve conflicts. Personnel issues, such as discrimination or harassment complaints, should be addressed with your supervisor or the Human Resources Department. However, some issues may require the assistance of an independent source to investigate the facts and circumstances or to address matters of a sensitive nature. In such an instance, the CU EthicsLine may be the most appropriate resource to report and resolve the issue.

Do I have to identify myself?
No. You can identify yourself, but only if you want to. No one will know that you called or submitted an electronic form unless you want to tell them.

Are CU EthicsLine phone calls recorded or can the on-line report be tracked back to me?
No. Phone calls are not recorded and information provided on a website form is maintained by EthicsPoint.

Who handles CU EthicsLine correspondence?
University personnel are not involved in handling phone calls initiated through the 800 number or in initially processing the on-line reports. When you phone CU EthicsLine, your message is handled by an independent company (EthicsPoint). They have trained professionals who will assist you through the process. On-line reports are interactive and maintained by EthicsPoint.

What happens after I call?
The university’s Internal Audit Department or other designated contact receives notifications of reports filed via the toll-free number or the web-based system within one business day. The contact accesses the information and will determine the appropriate course of action to address your concern.

Will there be an investigation after the information is reported to the university?
Whether an investigation is initiated because of your CU EthicsLine report depends on several factors, such as the nature of the information, the specific details, the documentation, verifiable information, and policy. You may access your report periodically to find out the status of your report. The more information you can give us, the more likely it is that a full investigation can be completed.

To what extent will I be involved after I contact CU EthicsLine?
After you report your information to CU EthicsLine, we may need additional information to complete the investigation. Thus, you are encouraged to check back within 7 business days to see if questions have been posed in your report that require your response. Likewise, if you have additional information to report regarding the issue, EthicsPoint’s computer databases can locate the exact case in question. This additional information will then be furnished to the university’s designated contact.

What if I only suspect something is wrong, but I’m not sure?
Many problems are uncovered as the result of tips and complaints from honest people who are not certain of all the facts. That’s perfectly all right. The information provided by you will be forwarded to appropriate individual(s) for review, and if needed, further investigation. Of course, the more information you can provide, the more it will facilitate the review.

Continued on next page
Call the 24/7 helpline for FREE AND CONFIDENTIAL OPTIONS, emotional support, and resources

303-556-CALL (2255)

A few of the other things we do...

PREVENTION EDUCATION
The Phoenix Center at Auraria’s Violence Prevention Peer Education (VPE) Program raises awareness and exposes myths and stereotypes of interpersonal violence through interactive workshops in and out of classrooms. Workshop topics include IPV 101, Healthy Relationships, Bystander Intervention, and Media Literacy, and more. We offer work-study and internship opportunities for students interested in providing peer education around issues of IPV.

AWARENESS RAISING
We host a variety of awareness-raising events throughout the school year, especially in October (Domestic Violence Awareness Month), January (Stalking Awareness Month), and April (Sexual Assault Awareness Month).

VOLUNTEER OPPORTUNITIES
We rely on volunteers to staff our helpline and provide on scene response to campus locations.

To learn more about what we do and how to get involved, visit www.ThePCA.org.

Auraria Campus Resources:

The Phoenix Center at Auraria, Tivoli 259

24/7 HELPLINE (303) 556-CALL (2255)
Appointment Line (303) 315-7250
Website www.ThePCA.org

CU Denver Counseling Center (UCD/CCD) (303) 315-7270
CU Denver Psychological Services Center (UCD/CCD) (303) 556-5289
MSU Denver Counseling Center (303) 556-3132
Auraria Campus Health Center (303) 556-2525
Auraria Police (303) 556-5000

Denver Community Resources

Denver Police Non-Emergency (720) 913-2000
Denver Police Victim Assistance Unit (720) 913-6035
The Blue Bench (24/7) (303) 322-7273
SafeHouse Denver (24/7) (303) 318-9989
Survivors Organizing for Liberation (24/7 LGBT resource) (303) 852-5094
Servicios De La Raza, Inc. (Español/English) (303) 953-5930
Asian Pacific Development Center (24/7) (303) 923-2920
DV Initiative for People with Disabilities V/TDD (303) 839-5510
DOVE (resources for deaf survivors of abuse, 24/7, TTY) (303) 831-7874
Denver Indian Family Health Services (303) 953-6600
Project Safeguard (Protection Order assistance) (720) 337-4468
Center for Trauma & Resilience (24/7) (303) 894-8000 (ENG) (303) 718-8289 (ESP)

The Phoenix Center at Auraria provides services to all who need them regardless of race, color, national origin, age, religion, ability, sexual orientation, gender, gender identity, marital status, and veteran status.
What is the Phoenix Center at Auraria?

The Phoenix Center at Auraria (PCA) serves the entire campus community, including students, faculty, and staff. We provide free, confidential support services, prevention education, awareness-raising, and resource referrals for issues of interpersonal violence (IPV). IPV is an umbrella term that encompasses relationship violence, sexual assault, and stalking.

RELATIONSHIP VIOLENCE

Relationship violence—also called domestic violence, dating violence, or intimate partner violence—\textit{is a pattern of abuse that occurs in an intimate, romantic relationship}. It can take many different forms, including:

- **physical** (e.g. hitting or pushing)
- **emotional** (e.g. extreme jealousy, isolation)
- **verbal** (e.g. yelling, swearing, name calling)
- **financial** (e.g. withholding money so one partner is dependent on the other)
- **psychological** (e.g. threats of suicide and/or homicide)
- **sexual** (e.g. forcing or coercing a partner to have sex when they don’t want to)

In 21\% of college dating relationships, one of the partners is being abused.\textsuperscript{1}

These are just a few examples of the many forms relationship violence can take. If you think you or a loved one is experiencing this, we are here for support. We can discuss strategies, provide resources, or simply talk through your concerns and help you decide what is best for you.

SEXUAL ASSAULT

Sexual assault is a catch-all term that most commonly refers to rape, but also includes sexual harassment, unwanted touching, etc. \textbf{Any act of sex where the actor has not obtained consent from the other person(s) can be sexual assault.}

It is important to remember that no matter where you are, what you’re wearing, and what substances you have consumed, it is NEVER your fault if someone sexually assaults you. If you have experienced sexual assault (recently or in the past), you can reach out to the PCA and discuss your options or just get support.

Only 12\% of student victims report sexual assault to law enforcement.\textsuperscript{2}


\textsuperscript{2}Sellers and Bromly, “Violent Behavior in College Student Dating Relationships,” Journal of Contemporary Criminal Justice (1996)

STALKING

Stalking is a willful course of conduct directed at a specific person that will cause that person to be afraid or intimidated. Stalking can occur during a relationship, after a relationship, or in the absence of a relationship (e.g. a stranger or acquaintance stalking someone). Stalking makes normally legal behaviors illegal, such as following a person; harassing via phone calls, text messages, emails, or social media; and leaving unwanted gifts.

Our society often jokes about stalking, but it is important to take these behaviors seriously. If you or a loved one is being stalked, we can help.

The highest rates of stalking victimization occur between the ages of 18 and 24.\textsuperscript{3}

\textsuperscript{3}Baum, Catalano, and Rand, “Stalking victimization in the United States,” United States Department of Justice, Bureau of Justice Statistics (2009)

If any of these behaviors sound familiar and you would like to talk with someone about your options, The Phoenix Center at Auraria is here to support you.

Remember that you are not to blame for what has happened, and what course of action you take is YOUR choice.

How can the PCA support you?

SUPPORT SERVICES

If you or someone you know has experienced IPV, the PCA is here to help. As a free and confidential resource, an advocate can explain your options and allow you to make your own decision about what to do next. Here are some of the ways we can help:

Our 24/7 helpline is always available for support, from just talking about what happened to explaining your options and providing referrals.

In office advocates can provide emotional support, discuss options, and safety-plan to keep you safe.

We also provide academic advocacy, which can include getting deadlines extended, arranging make up tests, having absences excused, and more. We can work with your professors to help you stay successful in school.

We can accompany you to court, assist you in filing a police report, or go with you to the hospital for an forensic exam.

We can explain student conduct and Title IX processes and support you if you choose to report to the school.

\textbf{The Phoenix Center at Auraria is a free and confidential resource.}
YOUR PERSONAL SAFETY TO-DO LIST:
1. Add 303.724.4444 to your cellphone contacts
2. Text the keyword “CUAlerts” to 226787
3. Download SafeZone app – it’s free!
4. Register your bicycle
5. Connect with University Police on Facebook and Twitter
6. Attend an Active Harmer Presentation and/or watch FBI video online

Communication plays a critical role before, during, and after any emergency or disaster. CU Anschutz will immediately notify the Campus Community upon confirmation of a significant emergency or dangerous situation occurring on the campus that poses an immediate threat to the health or safety of students, faculty, staff, or visitors.

CU Anschutz may utilize one or more of the following methods to disseminate emergency messaging to the Campus Community (as dictated by the incident):

- **CU Alerts! notification system:**
  - Text
  - Email
  - University-owned computer desktop pop-up notification
  - Social media
- **CU Anschutz web page** [https://www.cuanschutz.edu/police/alerts](https://www.cuanschutz.edu/police/alerts)
- **CU Denver I Anschutz Campus Information Line 877-INFO-070**
- In-building public address systems
- Posted notices in key locations throughout the campus

More information? Contact Emergency Management 303.724.4999

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**Crime Alert**

Approximately 77% of thefts reported to University Police involve personal property items of students, employees and visitors. The other 23% is most often related to property belonging to the University.
SECURITY ACCESS BADGE

- Your badge provides physical access to authorized secured areas at designated times.
- Access Control Badges include a photo that assists in identifying persons on campus.
- University policy requires you to wear your Access Control Badge between your neck and waist while on campus AT ALL TIMES.
- Immediately report your badge if lost or stolen.
- Take care of your badge; avoid extreme heat and/or cold.
- Your badge may also be used to check out library material.

How to Report a Crime

Under Colorado Law. “It is the duty of every person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities.” CRS 18-8-115

When on the CU Anschutz Medical Campus, crimes should be reported to the University Police Department. Crime reports can be made at any time. University Police services are available 24-hours a day, seven days a week. For emergencies call 9-1-1 from any campus phone for emergencies. Cellphones and off-campus callers dial (303) 724-4444.

Download SafeZone TODAY

Step 1:
1. Download the FREE SafeZone App
2. Register using your ucdenver.edu e-mail address.

Quick review of features...
- Shows you where you are on the CU Anschutz Medical Campus. Great map tool!
- SafeZone will check in on you for the duration of your work session. If you do not respond to the check in, University Police will be notified, including your current location.
- Links directly to the CU Aerial page where you can find information about campus emergencies.
- Press to be connected to medical emergency dispatchers.
- Connects you with the Information Line
- Contacts Police immediately.

Other Police Services 303.724.4444

SafeRide Shuttle Service – University Police will gladly provide escorts on campus and to nearby locations, upon request.

Motorist Assist – Car won’t start? University Police provide free 24/7 assistance. (We do not provide unlocking services)

Lost and Found – Items of value (electronics, wallets, phones, etc.) are processed by University Police.

Police Reports – Accident on campus? Need a copy of the report? Call 303.724.0261.

When calling any emergency number, please remember:
- Provide direct answers to questions
- Know your location
- Cooperate and speak slowly
- Stay on the line and do your best to remain calm
- If safe to do so, stay near the scene to relay information

IF YOU EVER ACCIDENTALLY DIAL 9-1-1, DO NOT HANG UP. Simply tell the dispatcher that you’ve dialed the number by mistake.
University Risk Management (URM) offers a variety of services to the campus communities of the University. These services provide our employees with the ability to create an environment where University staff and students can assume a risk management philosophy that identifies, manages and encourages risk mitigation. Please visit our website www.cu.edu/risk to learn more about all of the services we have to offer or email us any time for assistance: urmucddirs@cu.edu.

Event and Activity Planning
All on- and off-campus activities, whether University-sponsored or not, may require additional scrutiny and review to minimize risk and to ensure that appropriate measures are taken to shift, reduce, or insure acceptable risks. Please reach out to Risk Management if you are planning events such as: On/Off Campus Activities, Events with Alcohol, Camp Activities

Contract Review / Certificates of Insurance
When entering into a written agreement/contract, businesses and individuals often require proof of insurance from the third party with which they are contracting, called a Certificate of Insurance. There are two types of requests, an outside or third party requesting proof that the University is insured, or the University requesting proof of insurance from a third party or contractor. Email your request to urmucddirs@cu.edu

Automobile Insurance
Personal vehicles
Your private insurance is the primary source of insurance coverage for your automobile, even when you are driving on University business.

Rental vehicles
University employees renting vehicles for official business, in most cases, are required to rent the vehicle from a state approved vehicle rental agency and procure the rental vehicle by using the University issued US Bank Visa Card. Following this process will allow you to decline the rental agency collision damage and loss damage coverage -- there are exceptions. If you have any questions regarding procurement, contact the Procurement Service Center at 303-837-2161.

Property Insurance
The University provides insurance for covered losses to University-owned property, which includes buildings and contents. This may include, but is not limited to, computers, furniture, equipment, vehicles, research, fine art, etc. Deductibles may apply. Personal property is not covered by the University's property insurance program. To report a property loss, please file a claim with URM: www.cu.edu/risk/file-claim

Volunteer, Trainee and Minor Participants
The University supports activities and programs involving volunteers, trainees and minors. Resources are available to assist you in effectively managing the risks and requirements. They include guidelines, checklists and waivers for volunteers, trainees and minors.

Monitoring Research and Clinical Equipment Administrative Policy
This policy is applicable to all University research and clinical equipment that, because of the contents, needs monitoring for equipment status and temperature changes to assist in the process of preventing/minimizing loss or damage to the equipment contents. Click here to view the Monitoring Research and Clinical Equipment Administrative Policy and for additional assistance on registering your equipment.
International Travel
International study and work experiences are integral to students, faculty, residents and staff; however, such travel can pose certain unique and increased risks to participants and to the University. Planning tools and Campus resources can be found on our website.

Professional Risk Management Inquiries
If you are looking to report a patient occurrence, request verification of professional liability insurance, or if an attorney has contacted you regarding care that you provided, please contact the office of Professional Risk Management at 303-724-7475.

Workers’ Compensation
The University provides workers’ compensation coverage, as required by State regulation, for University employees who are injured during the course and scope of employment.

Incident Procedure
Get appropriate medical treatment as follows: For an EMERGENCY call 911 or go to the closest urgent care facility or emergency room. For a non-emergency or any follow-up medical care, you must seek treatment with a Designated Medical Provider (DMP) www.cu.edu/risk/dmp

Colorado law requires, “WRITTEN NOTICE MUST BE GIVEN TO YOUR EMPLOYER WITHIN 4 WORKING DAYS OF THE ACCIDENT or 20 DAYS OF AN OCCUPATIONAL DISEASE”. File a claim: www.cu.edu/risk/forms/employees-injury-report-form. Timely completion and submission of a claim form to URM and a copy handed to your supervisor will suffice for notice.

Needlestick or Body Fluid Exposure
If you have had a needlestick or body fluid exposure, there may be coverage under workers’ compensation.
1. Please follow the facility’s Bloodborne Pathogen Policy for initial handling of exposures and source patient testing.
2. Seek immediate medical attention at the clinical facility where the work-related incident occurs.
3. If the incident occurs after hours, visit the nearest urgent care facility or medical emergency room department.
4. File a claim: www.cu.edu/risk/forms/needlestick-or-body-fluid-exposure-report-form
5. Follow up Care: Choose one of the University Designated Medical Providers www.cu.edu/risk/dmp

Billing
Please request that all billings from any emergency care or medical providers be sent directly to URM to review. If you receive any bills directly from a provider, forward to URM directly by email, mail or fax:

University Risk Management
Phone: (303) 860-5682
Fax: (303) 860-5680
Email: workcomp@cu.edu

Please forward your request to urmucddirs@cu.edu or contact your campus Risk Management Liaison:

Faith Perry
Director
303-724-6497
Faith.Perry@cu.edu

LoriAnn Smith
Associate Director
303-724-1127
LoriAnn.Smith@cu.edu
The Division of Technology Support Services in the Office of Information Technology is responsible for the provision of support and services for the centralized technical and logistical needs on the University of Colorado Denver | Anschutz Medical Campuses to meet the educational, research, clinical care and community service missions.

For assistance call our helpdesk:
303-724-HELP | 303-724-4357

Following is quick reference to all of the services we provide:

Room Scheduling via EMS is used to schedule classrooms, conference spaces, and other spaces on the University of Colorado Denver | Anschutz Medical Campuses. Online scheduling is available at: http://schedule.ucdenver.edu/

Classroom/AV Support is available for setup of equipment, assistance with audio, video and recording devices. Direct Assistance – Anschutz Medical Campus 303-724-8129. Direct Assistance – CU Denver Campus – 303-315-2055. Audiovisual equipment can be checked out for use for classes or other events on the Anschutz Medical Campus and in CU Denver buildings on the Denver Campus.

Classroom Computer Support at the Anschutz Medical Campus provides computer hardware, software and technical expertise required for student courses and computer training labs, as well as computer support for departmental events. Direct Assistance – 303-724-8129.

Educational Laboratory Support is available to provide supplies and equipment for microbiology, physiology, pathology, histology, and phlebotomy labs on the Anschutz Medical Campus. Direct Assistance – 303-724-0649

Videoconferencing/Distance Education provides videoconferencing services to all of the University of Colorado campuses, and numerous affiliate hospitals. These conferencing services support interactive communications and distribution of degree granting educational programs, continuing medical education and clinical training sessions for our medical residents who rotate through our affiliated hospitals and to other sites both national and international, research seminars, and clinical consultations for patients in the more rural areas. Direct Asst. – 303-724-8121.

Web-Conferencing (Adobe Connect and Zoom) are available for use on the University of Colorado Denver | Anschutz Medical Campuses. Zoom is centrally funded, Adobe is fee for service. Direct Assistance at Anschutz Medical Campus – 303-724-7714, Direct Assistance – CU Denver Campus – 303-315-2055.

Audio-Conferencing is available on a fee for services basis – Direct Assistance - 303-724-8118.
Panopto, lecture capture software is available in all classrooms and several conference rooms at the Anschutz Medical Campus which allows the instructor/speaker to independently initiate a recording of their presentation which is archived and uploaded to CANVAS. Students can view the recordings via a link posted within the Canvas page of the specific courses. For more information, please contact: David Paul – 303-724-7716.

Help Desk, our primary point of contact for your University technology questions. The OIT Help Desk provides technology assistance to University faculty staff, and students. Help Desk technicians offer phone, email and remote support for many campus technology issues. We also handle the scheduling of OIT technicians for faculty and staff computer issues that require on-site support. The OIT Help Desk schedules services such as: Blackberry setups, campus phone installs, on-site computer troubleshooting and setup appointments, network support and file backup services. Direct Assistance – 303-724-HELP (303-724-4357). The HelpDesk provides support for rental of Pagers on the campus. There are three types of pager services available: Digital, Alpha Numeric (one-way paging) and Alpha Numeric (two-way paging). Consideration is being given to transitioning a mobile applications pager to cellphone. Direct Assistance: 303-724-0400.

Web and Online Support Services provides service for the University Colorado Denver|Anshutz Medical Campuses. We can assist you with questions about SharePoint websites, The Catalyst, My Sites, and CU Online courses offered via Canvas. Contact Us – 303-315-3700 or UCD-OIT, cuonlinehelp@ucdenver.

Desktop Services maintains and supports the campus-standard computers and software used by the faculty, staff, and students at the university use on a daily basis. Desktop Services provides onsite service for Windows and Macintosh desktop/notebook computer services are available at both the Anschutz Medical Campus and the CU Denver Campus. Services at the Anschutz Medical Campus are provided as an auxiliary and operate on a fee-for-service basis (time and materials). Services at the CU Denver Campus for faculty and staff are provided by central administration and accordingly there is no labor charge for service at this time. We do still charge for materials. Off-campus services are provided on a fee-for-service basis (time and materials). Technology Support Services operates three general public Student Computer Labs on the Denver Campus. The locations and phone numbers of the labs are:

<table>
<thead>
<tr>
<th>Location</th>
<th>North Classroom</th>
<th>Tivoli</th>
<th>Student Commons Computer Lab (AB1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Number</td>
<td>1206</td>
<td>241</td>
<td>2nd Floor, East Side</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(303) 556-2895</td>
<td>(303) 352-3771</td>
<td>(303) 315-1924</td>
</tr>
</tbody>
</table>

For general questions and/or concerns regarding the labs, please, contact Jason Lester at 303-315-0058.

Technology Support Services also provides support for numerous other campus resources: the Cherwell Self-Help portal- http://4help.oit.ucdenver.edu/CherwellPortal/IT , Change Advisory Board, Distribution of Information for the LAN Admin Community, Service Alerts - http://www.ucdenver.edu/about/departments/ITS/servicealerts/ , and OIT Announcements regarding outages. You can find more information on our webpage at: https://myadmin.ucdenver.edu/admin-finance/oit/tss/
Auraria Library

library.auraria.edu/

Auraria Library is the only tri-institutional academic library serving students, faculty, and staff of the University of Colorado Denver, Metropolitan State University of Denver, and Community College of Denver.

Services for Faculty, Staff & Students

Ask Us / Research Help: Contact the Library with questions in person, via email, phone, or chat/IM. Chat is available 24/7.  
library.auraria.edu/services/askus

Auraria Institutional Repository (AIR): Submit your work to be deposited in the institutional repository. Includes theses, dissertations, and other works produced on Auraria Campus.  
digital.auraria.edu/air

Citation Management Software: Organize your citations for a course, research projects, or article using citation management software such as EndNote and Mendeley.  
guides.auraria.edu/style

Collections: Access millions of print and online resources such as streaming videos, online journals, article databases, ebooks, DVDs, and news sources via the search box on the Library’s homepage.  
library.auraria.edu/

Course Reserves: Place print material, such as textbooks, on reserve for easy access to your course material for your students.  
library.auraria.edu/services/reserves

Data & GIS: Find, create, manage, and publish your data.  
guides.auraria.edu/data

Digital Media Studio: Provides photography, video, and audio recording services by appointment. More details at:  
library.auraria.edu/dms

Discovery Wall: Learn about, showcase, and disseminate campus-created and academic content to the Auraria Community.  
library.auraria.edu/discoverywall

Group Study Rooms: Reserve group study rooms with a whiteboard, electrical outlets, and wall monitor to connect to a laptop.  
library.auraria.edu/services/group-study-rooms

Interlibrary Loan: Borrow books, media, journals, and more from libraries around the world! Digital copies of articles take 1-2 days. Physical items can take 1-6 weeks.  
library.auraria.edu/services/ill

Innovation Garage: The service point for the 3D printers, large format printers, vinyl cutter, and 4 DMS computers with specialized software for producing digital media projects. Hours will be 9am – 5pm and drop-ins are welcome.  
library.auraria.edu/innovation-garage

Knowledge Market: Home to the "Fun Reads" collection, Research Tutoring, Writing Center, and Open Lab Tutoring.  
library.auraria.edu/about/spaces/the-knowledge-market

Off-Campus Access: Access online books, journals, articles, and streaming videos from anywhere! Be sure to access these materials via Auraria Library’s website.  
library.auraria.edu/services/offcampus

Policies and Guidelines: Overview of Library policies.  
library.auraria.edu/about/policies-guidelines

Quiet Study: A dedicated space for focused, quiet study.  
library.auraria.edu/about/spaces/quiet-study
Research Consultations: Schedule an appointment with a librarian to discuss research or course assignments.  
🔗 https://library.auraria.edu/services/askus

Research Guides: Find tips for conducting research and finding different types of information. Includes general research guides, subject specific guides, and guides created for specific courses.  
🔗 guides.auraria.edu/

Savvy Researcher Workshops: Develop advanced research skills such as data management, citation management, data visualization, and article publication.  
🔗 library.auraria.edu/savvy-researcher-workshops

Scholarly Communications: Get answers to your questions about open access, copyright, publishing ethics, and publishing opportunities.  
🔗 guides.auraria.edu/scholarlycommunications

Special Collections & Digital Initiatives: Access physical and digital collections of unique and special materials ranging from manuscripts to audiovisual objects.  
🔗 library.auraria.edu/about/special-collections

Technology: Use scanners, printers, copy machines, and over 150 computers as well as two ADA computer stations in the Library. Borrow graphing calculators, laptops, iPads, cameras, and headphones. WiFi is available throughout the Library.  
🔗 library.auraria.edu/computing

Services for Faculty

Diversify Your Syllabi: Discover resources for adding a variety of diverse content to your syllabus.  
🔗 library.auraria.edu/sites/default/files/documents/2014_aurarialibrary_diversifyyoursyllabi.pdf

Instruction Services: Request a session where librarians teach your students to conduct research and find scholarly sources effectively. Sessions can be face-to-face, online, or through your CMS.  
🔗 library.auraria.edu/instruction-services

King Faculty Room: A faculty-only space equipped with PCs, scanner, local-area-calls telephone, a counter height laptop table, and a comfortable lounge seating area.  
🔗 library.auraria.edu/about/spaces/king-faculty-room

Open Educational Resources (OER): Use open educational resources, articles, streaming videos, and other multimedia in support of or instead of the traditional textbook.  
🔗 guides.auraria.edu/textbookalternatives

Recommend Materials: Suggest a library purchase, including journals, streaming media, and books, to support your teaching and research via our online form.  
🔗 library.auraria.edu/request-materials

Scanning and Document Delivery: Request a digital scan of Auraria Library materials, such as book chapters and microfilmed articles.  
🔗 library.auraria.edu/services/scanning-and-document-delivery

News & Events

Library Events: Attend an event at the Library.  
🔗 library.auraria.edu/events

Library News: Keep up-to-date about happenings in the Library.  
🔗 library.auraria.edu/news
A DIFFERENT KIND OF WELLESS EXPERIENCE

WELLNESS THAT’S PERSONAL
At the CU Anschutz Health and Wellness Center, we offer all your wellness needs under one roof, all driven by our world-renowned team of experts, and focused on YOU:
» state-of-the-art fitness center
» full-service wellness clinic
» proven weight loss programs
» body composition analysis
» personalized nutrition services
» mindset and behavior change

AN EXPERIENCE UNLIKE ANYWHERE ELSE.
Our holistic wellness clinic services include:
» Physician-directed weight loss and weight management
» Nutrition consultations with registered dietitians for a variety of needs
» Body composition testing (DEXA, BodPOD and Resting Metabolic Rate)
» Mindset and behavior change consults
» General health and wellness
» Acupuncture
» Massage

RESEARCH SETS US APART.
WE DELIVER RESULTS EVERY DAY.
All our programs are supported by science and show proven results. Our science-based approach dramatically improves the effectiveness of our programs.
» Our center is home to the Colorado Nutrition Obesity Research Center (NORC), one of only 12 in the United States.
» Our world-renowned researchers are also our practitioners, with specializations in weight loss, metabolism, nutrition, physical fitness and inactivity, stress reduction, menopause, women’s health, and more.
WEIGHT LOSS THAT WORKS!

» STATE OF SLIM, a 16-week program that fixes your metabolism. Average participants lose 10% of their body weight. Visit try.anschutzwellness.com/sos

» MY NEW WEIGH, a 20-week program using meal replacements. Average participants lose 17% of their body weight. Visit try.anschutzwellness.com/mnw

» WEIGHT LOSS 4 LIFE, start with a 2.5 hour workshop to learn the basics. Continue with our twice-monthly ongoing support group. Visit try.anschutzwellness.com/wl4l

REACH YOUR FITNESS GOAL

Our highly trained fitness experts will help you reach your goals. Our 30,000-square foot fitness center includes:

» Supervised fitness floor with the highest quality strength and cardiovascular equipment
» Dedicated small-group training studio
» An indoor running track, exercise pool, whirlpool, saunas, and steam rooms
» Well-appointed, luxurious locker rooms

Your fitness membership also includes:

» 75+ group fitness classes each week
» Health education and free cooking classes
» Complimentary fitness consultations
» Preferred pricing on select wellness services.

CU Anschutz Health and Wellness Center

12348 E. Montview Blvd.
Aurora, CO 80045
PHONE 303-724-WELL (9355)
EMAIL info@anschutzwellness.com
WEBSITE anschutzwellness.com

INTERESTED IN FITNESS MEMBERSHIP?
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to try us out with a free guest pass!
Ombuds Office

Services

- Coaching Individuals
- Brainstorming Ideas
- Exploring Options
- Facilitating Conversations
- Mediating Issues
- Training Teams

Issues

- Departmental Climate
- Interpersonal Disputes
- Research Matters
- Tenure & Promotion Issues
- Policy and Procedures
- Faculty/Student Concerns

CONFIDENTIAL, INFORMAL, IMPARTIAL, INDEPENDENT