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.

**University of Colorado Denver | Anschutz Medical Campus Human Resources**

Carolyn Brownawell, Associate Vice Chancellor for Human Resources

**Talent Acquisition & Compensation**

Florie Montoya, Senior Director

*Offers the following consulting services:*  
- 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

*Offers the following consulting services:*  
- 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

*Offers the following consulting services:*  
- Policy and rule interpretation and application  
- Employment rights  
- Investigations into workplace violence, harassment and other forms of discrimination  
- Managing leave, including Family Medical Leave

*Offers the following consulting services:*  
- 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

*Offers the following consulting services and professional development opportunities:*  
- New employee orientation  
- "Crucial Conversations"  
- "Crucial Accountability"

*Offers the following consulting services:*  
- DISC Teambuilding  
- Understanding and applying State of Colorado Personnel Board Rules

**Human Resources Operations**

Kaylene McCrum, Director

*Offers the following consulting services:*  
- 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

*Offers the following consulting services:*  
- 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
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

CU Denver ǀ 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 ǀ 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
# Holiday Schedule

**Fiscal Years 2019 – 2021**

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2020</th>
<th>Fiscal Year 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consolidated Units</strong></td>
<td>Common plus Denver or Anschutz Holidays</td>
<td>Common plus Denver or Anschutz Holidays</td>
<td>Common plus Denver or Anschutz Holidays</td>
</tr>
</tbody>
</table>

**Definitions**

- **Common Holidays**: observed on both campuses; offices not designated as essential services will be closed.

- **Denver Campus**: holidays observed by units specifically serving the Denver campus and its schools and colleges.

- **Anschutz Medical Campus**: holidays observed by units specifically serving the Anschutz Medical Campus and its schools and colleges.

- **Consolidated Units**: consolidated units serving both campuses remain open on campus-specific holidays; each employee will request either the Denver Campus or Anschutz Medical Campus holiday schedule for the fiscal year. Typically, if the employee has a primary campus, they select that campus holiday schedule. Employees should indicate their holiday schedule via the portal under: My Info and Pay/My Leave/Preferences/Holiday Schedule.

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@ucdenver.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 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|Anschutz 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 (ABI)</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/
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
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.
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 immediate, direct access call 9-1-1 from any campus phone for emergencies. Cellphones and off-campus callers dial (303) 724-4444.

Call the University Police Department if:

- You witness someone committing a crime
- You need to report an old crime
- You see fire or smell smoke
- You think you observe an aggressive or impaired driver
- You have knowledge of a chemical spill
- Someone is injured or ill
- You see anyone or anything suspicious

Blue Light Poles

There are emergency “Blue Light” call stations located in or near parking areas and on pedestrian pathways. These emergency call stations may be used to report crimes in progress, suspicious persons, medical emergencies, or to request personal safety assistance. Pressing the call button on the emergency call station initiates a direct call to the University Police Emergency Communications Center.

Activation of the phone line also activates the blue light strobe to help police locate you more quickly. These phones may be used in emergencies or to request other assistance. Many of these “Blue Light Poles” are also Wi-Fi hot spots.

Students, faculty and staff are asked to take a moment when navigating the campus, to note the location of the “Blue Light” call stations.

“Red phones” are on hallway walls, usually near restrooms, and inside elevators, within the buildings on the CU Anschutz Medical Campus. Dial 9-1-1 from these phones for emergency police response.

On the CU Anschutz Medical Campus, emergency call buttons or wall phones are located in elevators in each building and at the entrances of most buildings. These phones (to include the red phones) may be used to make local calls.

Campus Emergency Notification System

Communication plays a critical role before, during and after any emergency or disaster.

E-mail: All CU Anschutz students, faculty and staff are automatically registered to receive emergency notifications to the University-issued e-mail address. You may not opt out of this.

Text: Students, faculty and staff may register their personal cellphone number (as a “cellular” device) into their CU Denver | Anschutz Portal to receive emergency notifications by text.

Desktop “POP-UP”: University-owned desktop/laptop/tablets connected to the University domain, will receive a screen “pop-up” alert.

In an effort to keep information current during an evolving situation, e-mail and text emergency notifications will be brief and will direct the reader to the CU Anschutz toll-free emergency information line: (877) 463-6070 or online at: www.ucdenver.edu/alerts

Social Media: Emergency notifications also post to CU Police Department and Emergency Management Division Social Media pages.

Twitter @CUDen_AMC_PD @CUDenverEMD

Facebook CU Denver Police CU Denver Emergency Management

Did you know University Police has four divisions?

Patrol/Police Operations, Emergency Communications Center (Dispatch), Electronic Security (badges, doors, equipment monitoring) and Emergency Management.
Anonymous

The University Police Department maintains an anonymous compliment/complaint phone line. Information left on this voice messaging system will be investigated and acted upon as the information provided allows. The Chief of Police/designee reviews the messages approximately 1-2 times per week. To leave a message, call (303) 724-0800.

Ethics Line - (800) 677-5590 or www.EthicsPoint.com
The University’s Ethics Point Hotline allows individuals to anonymously report concerns involving a possible violation of law, regulation, or policy. All university employees who act in good faith in reporting known or suspected violations of law or university policy are protected from retaliation.

The Ombud’s Office…………………..(303) 724-2950

Student Counseling Services .......... (303) 724-4953

Campus Advocacy & Support Center…(303) 724-9120

Crimes reported to these sources will assist the university in keeping accurate records regarding the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university; however no identifying information is reported by these sources.

Other Contact Options:

To contact the University Police Department by e-mail, for a response in 1-2 business days, send to: university.police@ucdenver.edu

To contact Electronic Security regarding any security components needing attention or other physical security needs, please e-mail: robin.brown@ucdenver.edu

Any CU Anschutz Medical Campus Dean’s Office - Refer to your school or college for information on contacting the appropriate dean.

CU Denver –

Police services on the Auraria Campus are provided by the Auraria Campus Police Department. Their services are also available 24 hours a day, seven days a week.

Auraria Police can be contacted by dialing 9-1-1 from any Auraria Campus phone or calling (303) 556-5000 from any non-campus or cell phone.

CARE Team

The Campus Assessment, Response & Evaluation (CARE) Team was created at the University of Colorado Denver | Anschutz campus to address the health and safety needs of students as well as the campus community. The purpose of the team is to assess whether individual students pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. 303-724-8488 or shareaconcern@ucdenver.edu

FaST

The Faculty and Staff Threat Assessment and Response Team is in place to review information regarding any disruptive or concerning behaviors or patterns of behaviors involving potential harm to others or self and to provide input on appropriate responses and resources. If you would like to report concerning behavior by a University of Colorado Denver | Anschutz faculty or staff member, please call 303-315-0182 or by email FacultyStaff.Assessment@ucdenver.edu

Bicycle Security

Protect your investment. Lock your bike with a good U-type lock. Don’t forget to register your bike with University Police online at ucdenver.edu/police. Report suspicious activity near bike racks.

Training Opportunities

Watch your university e-mail* for training announcements. Frequently offered training includes:

- RAD Systems. Basic physical defense for women and men.
- Bleeding Control Training
- Crime Prevention presentations
- Active Harmer

*Visit https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/campus-email-lists to update/change the bulk e-mails you receive.

Online Personal Safety Resources

Stalking ........................................... victimsofcrime.org/src
Sexual Assault ........................................... rainn.org
Domestic Violence Hotline .................... thehotline.org
Online Scams........................................... onguardonline.gov
Suicide Prevention Lifeline ... suicidepreventionlifeline.org
Nat’l Crime Prevention...................................Prgmncpc.org
The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy was signed into law in 1990. The federal law, commonly known as the “Clery Act”, requires institutions of higher learning to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations.

The Clery Act was named after Jeanne Clery who was raped and murdered in her dorm room by a fellow student on April 5, 1986. Her parents championed the act in her memory. In 2013, the Clery Act was expanded to include requirements concerning sexual assault, domestic violence, dating violence and stalking. In compliance with this act, the University Police Department publishes an Annual Security Report.

The University of Colorado’s Annual Security and Annual Fire Safety Report includes statistics for the previous three years for reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Electronic Security

All CU students, faculty, staff, affiliates, long-term visitors and contractors are required to display their Access Control Badge while on the campus. The Security Badging Office is located in Building 500. The Access Control Badge is programmed to allow admittance to secured areas to which you have been authorized. All access is recorded by name for accountability. Do not share your access privileges with others. Please contact the Electronic Security Division for more information.

Electronic Security Division ................. (303) 724-0014

Security Badging Office ...................... (303) 724-0399

Classroom Security Features

Security upgrades were installed in about 60 classrooms in Education I and II. The upgrades included the addition of the following:

1. Two panic buttons (on wall and at/near podium at front)
2. Blue strobe light
3. Severe bleeding control kits (tourniquets, nitrile gloves, compression bandages, gauze, and scissors.)
4. Electronic door locks
5. Opaque film and reinforced door windows

When the panic button is pushed, University Police are notified immediately, a blue strobe light will activate and doors will lock (you will be able to leave the room, however, no one will be able to enter).

SAFERIDE SHUTTLE SERVICE – University Police will gladly provide escorts to any of the parking lots or campus buildings and near-by streets, within a specified radius of the campus, upon request. This service operates during the hours of darkness.

MOTORIST ASSISTANCE – University Police can assist with jump starting your vehicle. This service is free and is available 24 hours/day. We do not provide an unlocking service.

LOST AND FOUND – Most items of clothing, personal keys, and items considered to be of little monetary value are turned in to the Central Services Office (located at 19th and Wheeling): 303-724-1777. Items of greater value (e.g., cellphone, computer, wallet, etc.), to include control access badges (ID Badge) are processed by University Police: 303-724-4444.

FINGER PRINTING – University Police will fingerprint University students, faculty and staff for licensing requirements. The cost is $10 per card. The cost for non-affiliates is $15. ($2/each additional card) A driver’s license, or other valid form of ID, is required. For information regarding fingerprinting of children, contact (303) 724-0261. Payment by cash, check or credit card.

POLICE REPORTS – Copies of University of Colorado Denver | Anschutz Police Department reports (e.g., for insurance purposes), are available through University Police Department Records. There is a charge of $7 (up to 10 pages; .25 for additional pages more than ten) for this service. Report request forms are available at ucdenver.edu/police. For more information call (303) 724-0261.

This Annual Security Report may be viewed at: http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/CleryCrimeReport.aspx
**OBTAINING YOUR BADGE for CU ANSCHUTZ MEDICAL CAMPUS**

At least one (1) designated approver has been assigned per department. That person is responsible for submitting a request to the Security Badging Office on your behalf.

After we have processed your information, you will receive an email asking you will schedule an appointment to collect your badge.

In order to receive your badge, you must present either a U.S. State issued driver’s license, State I.D., Passport, or U.S. Military I.D.

You have 90 days from the date of your notification to schedule a badging appointment or stop by the badge office for your badge. After 90 days, if you have not obtained your badge, new paperwork is required from the designated approver before you will be able to obtain your badge.

**USING YOUR BADGE**

**FOR IDENTIFICATION:**
Your badge is a photo identification card that helps inform security and others that your presence is authorized on campus. University policy requires all CU Anschutz Faculty, Staff, Students, Contractors/Vendors and Affiliates to wear their badges (visible between the neck and waist) while on campus. Failure to do so may result in denial of services.

Immediately report a lost or stolen badge to the Security Badging Office (SBO) Monday – Thursday 8:00am – 4:00pm and on Fridays 8:00am – 12:30pm, or contact University Police Dispatch outside of SBO hours at 303.724.4444, so that your missing badge can be deactivated until you find it or we can replace it. You are prohibited from loaning or borrowing badges. Admitting unauthorized personnel or gaining unauthorized access to campus facilities is also prohibited. Software tracks the usage of a person per the badge being utilized. Therefore, if there is a violation of security within an area, the owner of the badge used could be held accountable.

If you transfer to another school or department on the CU Anschutz Campus, you must notify the SBO and follow procedures to obtain a new badge. Your previous access will be updated. Your badge is property of CU Anschutz and must be returned to the SBO upon separation from the University.

**FOR LIBRARY MATERIALS ACCESS:**
Your badge can be used at the CU Anschutz Health Sciences Library to check out publications and other reference materials.

**FOR PHYSICAL ACCESS:**
Your badge provides documented physical access to secured doors/gates in CU Anschutz buildings (including the Health Sciences Library) and parking lots. Some exterior and interior doors are always locked, while others are locked only during certain non-business hours. When locked, most doors/gates can be accessed only by using a badge that has been programmed to open them. If your badge is programmed with the appropriate access, you should hear a beep and/or see a green light indicator on the card reader as you scan the badge within an inch of the card reader surface (rectangular panel located near the door or gate). Your badge swipe will unlock the door/gate for about 5 seconds. Do not prop or hold open the electronically controlled doors for more than a few seconds as this will trigger an alarm and/or response from University Police.

In the event of a card or card reader malfunction, please contact the badge office during business hours 303.724.0399 or police dispatch after hours at 303.724.4444.

To arrange badge access to parking areas, you must contact the Parking Office at 303.724.2555, located in the west end of the food court on Floor 1 (one level above ground) of Building 500.

For all other secured areas, approval from each area’s designated approver must be obtained in advance. You or your approver may coordinate with this individual to obtain the temporary or permanent access you need. After approval is obtained, access will be added to your badge.
SAFEKEEPING & RETURN:
You are fully responsible for the safekeeping and proper use of your badge; this includes observance of the following precautions and guidelines:

- Shield the badge from heat and any exposure that causes damage.
- Do not puncture, pierce, cut or bend your badge.
- Do not, under any circumstances, allow use of your badge by others.
- Your badge belongs to the University Police Department; you must return it to the Security Badging Office before we can issue a replacement or upon termination of employment.

RECEIVING YOUR BADGE
By taking possession of your badge you confirm that:

- All information printed on your badge is correct. You must contact the SBO if any of the information changes.
- You will abide by the terms and conditions set forth above and understand that any violation of these terms and conditions may result in revocation of card access privileges; adverse administrative actions (including termination of employment, affiliation or student status); and/or criminal prosecution, if a crime has been committed.

Replacement fee for a lost or damaged badge (due to negligence) is $14.00.

REPLACING YOUR BADGE:
NO REPRINT FEE FOR THE FOLLOWING:

- Replacement due to a change in name, title, department, credentials or status
- Reprint due to a new/extended expiration date.

Replacement fee for RTD pass:

- Eco Pass (for employees)
  - $25.00* (1st replacement);
  - $50.00* (2nd replacement)
  - +$5 activation fee

- College Pass (for students)
  - $20.00

CU ANSCHUTZ SECURITY BADGING OFFICE
Building 500, Room N1207 (map)
13001 E. 17th Place
Aurora, CO 80045
303.724.0399
303.724.1352 (fax)

HOURS:
M-TH 8:00 AM – 4:00 PM
FR 8:00 AM – 12:30 PM

security.badgeoffice@ucdenver.edu

CU Denver on the Auraria Campus
Information for obtaining your Campus ID can be found
HERE
HOURS: M-TH 8:00 AM – 6:00 PM
FR: 8:00 AM – 3:00 PM
303.556.4286

CU AnsChutz Badging Office accepts credit cards
VISA MasterCard

Here
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](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/](https://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](https://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](https://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](https://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](https://library.auraria.edu/computing)

Services for Faculty

Diversify Your Syllabi: Discover resources for adding a variety of diverse content to your syllabus.  

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](https://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](https://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](https://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](https://library.auraria.edu/request-materials)

Scanning and Document Delivery: Request a digital scan of Auraria Library materials, such as book chapters and microfilmed articles.  

News & Events

Library Events: Attend an event at the Library.  
   ✔️ [library.auraria.edu/events](https://library.auraria.edu/events)

Library News: Keep up-to-date about happenings in the Library.  
   ✔️ [library.auraria.edu/news](https://library.auraria.edu/news)
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
Message from President Hank Brown:

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.

CU EthicsLine

◊ Is a toll-free number you can call anytime to anonymously report suspected wrongdoing, including fiscal misconduct, violations of law, regulation, policy, or to report issues that cannot be handled or reported through normal channels.
◊ Is available 24 hours a day, 365 days a year by calling 1 (800) 677-5590.
◊ As an alternative to the toll-free number, you may file a report via a web-based interactive form. (www.ethicspoint.com)
◊ Is staffed by helpful, trained professionals who will guide you through the process.
◊ Assures anonymity if you choose not to identify yourself.

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 posted 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.
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
ucdenver.edu/ombuds

Denver 303.315.0046
Anschutz 303.724.2950
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.

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—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. 


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. 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.

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.

In 2015, 1 in 15 United States adults reported being stalked.


The Phoenix Center at Auraria is here to support you.

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

The Phoenix Center at Auraria is a free and confidential resource.