IMPORTANT ANNOUNCEMENT FROM HUMAN RESOURCES

Human Resources is pleased to announce we will be conducting a training session on the State Classified Rules.

Course Description:
This course is designed to provide a foundation for supervisors to understand supervision in the State personnel system. This course will discuss the Personnel Board Rules and the Administrative Procedures (11 Chapters) with regard to the following:

- Organization Responsibilities and Ethics
- Fair Employment Practices
- Job Evaluation
- Compensation
- Employment and Status
- Leave
- Performance Management
- Progressive Discipline
- Dispute Resolution
- Separation

****Note: This class is exclusively for supervisors and reviewers of classified staff, department directors, and HR/payroll liaisons.

Registration:
Registration for courses is now in SkillSoft, please login to UCD Access ((https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html) with your university username and password.

Registration Steps:
- Click on the “CU Resources” tab then click on the “Training” tab located below. Under the “Training” tab click “Start SkillSoft.”
- Next, click on “Catalog” located on the left hand side of your screen.
- There will be a list of content folders, click on the folder labeled, “Instructor Led Training”
- Then, click on the folder labeled, “CU: Denver Human Resources”
- Under the “CU: Denver Human Resources” folder you will find the “CU: State Classified Rules Training” course. To view the course selections, move your cursor over the course title until you see the options for “[Sessions]” and then click on it.
- Another window will open with the course sessions (April and May). To view the dates and times, click the link under the Session ID column.
- Once you have determined the session or sessions you would like to attend, click the box “Enroll Me”

For questions, please contact Shelly Crowley at Shelly.Crowley@UCDenver.Edu

Duration: 8 hours (split into 2 four hour half days)

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Time</th>
<th>Location</th>
<th>Material Covered</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24, 2013</td>
<td>8:30am–12:30 pm</td>
<td>Anschutz Medical Campus</td>
<td>Chapters: 1-5, 7, 10-11</td>
<td>April 22</td>
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<tr>
<td>May 29, 2013</td>
<td>12:30 p.m.–4:30 p.m.</td>
<td>Anschutz Medical Campus</td>
<td>Chapters: 6, 8-9 &amp; Risk Management</td>
<td>May 27</td>
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