January 2016 HR Management meetings

- Anschutz Medical Campus HR Management meeting:
  - Thursday, January 14, 2016
  - from 11:00-1:00
  - ED2 North, P28-2307
- Denver Campus HR Management meeting:
  - Friday, January 15, 2016
  - from 11:00-1:00
  - CU Building, Room #470

NOTES

- Welcome
- Lunch
- Export Control presentation—Christine Ahearn
- Office of Discrimination and Harassment
  - The positions related to these functions are now located in the Title IX department, except issues related to ADA (Americans with Disabilities Act) which Human Resources will retain. Any ADA requests should be directed to Doug Kasyon.
  - Anthony Antuna has re-retired, the Sexual Harassment Investigator position is currently posted.
  - Karey Duarte’s position as the Employment Rights Compliance and Investigation Manager has moved to the Title IX department.

- Proposed FLSA regulations
  Last summer regulations were proposed to exclude overtime wage earnings at and over $50,440. Conversations are continuing with no implementation details or timeframes decided as this is in a preliminary stage. Please do not automatically assume this will happen as proposed.

- Nepotism Policy and annual reporting requirements
  Under a current System wide policy this report was eliminated two years ago. A nepotism report needs to be submitted to the Human Resources department only if a case exists at the time you become aware of it.

- Volunteer Policy — Kevin
  To simplify the Volunteer Policy it is currently under review. A DRAFT Volunteer Policy is attached, please send comments and suggestions to Kevin Jacobs.

- FY17 Compensation
  Currently the governor has not included Classified Staff raises in the budget for next year. It is, however, it is early in the legislative session. No definitive answer can be given at this time to questions about pay increases for University Staff and Faculty or Classified Staff.
• **Onboarding**
  - HR began manually E-Verifying new employees January 1, 2016. Reminder: I-9s are required to be completed no later than 3 days after a new employee’s start date. I-9s should also be submitted to [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu) within 3 days.
  - Please use the [HR Operations unit designated email boxes](mailto:). This will ensure emails can be received and responded to if any staff are out of the office. Please do not send requests to individual staff emails.

• **Leave approval process**
  Please ensure the ePAR submittal process is complete by clicking the “submit” button after the action is saved. This will ensure that the actions are entered into the approval workflow. Our office also needs to have received any associated medical certification forms and FML designation forms prior to the action being approved. Before the employee can return to work, a completed [University of Colorado/Fitness-To-Return Certification](#) may be required.
  Documentation requirements to return from maternity leave may be different than a surgery or other physical issue affecting one’s ability to perform their duties. Narrative in the comments section can help. Although the system has the capability to attach medical documentation, please do not do this until we have determined whether that is the process we want to pursue or not. In the meantime, please email them to either [greg.rowe@ucdenver.edu](mailto:greg.rowe@ucdenver.edu) or [shelly.crowley@ucdenver.edu](mailto:shelly.crowley@ucdenver.edu), depending on your school/college/department.

• **Evaluation Process**
  Evaluations are expected to be conducted by March 1, 2016. Please do not forward any paper documents to our office until it is determined what can be accomplished through the ePerformance module coming on line in the next couple of weeks. Performance Management Evaluation Process training will be offered Wednesday, January 27 at AMC. Please contact Brad Mathers at 303-724-9687 or [brad.mathers@ucdenver.edu](mailto:brad.mathers@ucdenver.edu) for additional information. To register please visit: [http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx](http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx)

• **HCM and Taleo update**
  Many questions, comments and suggestions were discussed. Additional updates and feedback will be provided by Lisa Affleck through the HCM blog and future emails from Florie Montoya to the HR Management groups.