New Employee Orientation Agenda

- Welcome/Introductions/General Information

- Structure of the University of Colorado
  - Technology Transfer Office (AMC)
  - Risk Management

- Overview of the University of Colorado Denver
  - Student Resources (DC)

- Departments You Should Know!
  - Campus Police
    - University Police (AMC)
    - Auraria Campus Police (DC)
  - Auraria Library (DC)

  **BREAK**

  - Human Resources
  - Phoenix Center (DC)
  - Ombuds Office
  - ITS
  - Campus Presentation
    - Environmental Health & Safety (AMC)
    - Registrar’s Office – FERPA Training (DC)

- Public Service Credit Union

- Anschutz Health and Wellness Center

  **LUNCH**

- Continuing – Departments You Should Know!
  - Finance Presentation
  - Payroll Information
  - University Communications

- Benefits Presentation
UCD BADGE INFORMATION SHEET
Security Badging Office (SBO) – Anschutz Medical Campus (AMC) – University of Colorado Denver (UCD)

OBTAINING YOUR BADGE
AT LEAST ONE (1) DESIGNATED APPROVER HAS BEEN ASSIGNED FOR EACH DEPARTMENT; THAT PERSON IS RESPONSIBLE FOR SUBMITTING A BADGE and/or ACCESS REQUEST TO US ON YOUR BEHALF:

After we have processed your information, we will notify you via the contact data your Approver has provided. Please wait to hear from our office. If you have questions prior to this, refer them to your Approver.

You may come to the Security Badging Office as a walk-in or schedule an appointment. Our hours of operation are *Monday – Thursday 8:30 a.m. – 3:00 p.m. and Friday 8:00 a.m. – 12:30 p.m.* Please check our calendar for availability.

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

You have 30 days from the date of your notification to schedule or come into the badge office for your badge. After 30 days, if you have not obtained your badge, your Approver will need to provide us with a new badge request.

USING YOUR BADGE

FOR IDENTIFICATION:
Your badge is photo identification that helps inform security and others of the type of campus presence you are authorized. University policy requires AMC 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 SBO so that we can de-activate the missing badge 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. Our software will record each time you use your badge for access.

If you transfer to another department or school on the Anschutz campus, you must notify the SBO and follow procedures to obtain a new badge. Your badge is University property and must be returned to the SBO upon termination of employment, change of affiliation or graduation status.

FOR LIBRARY MATERIALS ACCESS:
Your badge is used by the health sciences library to allow access to and check out of publications and other reference materials.

FOR PHYSICAL ACCESS:
Your badge provides documented physical access to secured doors and gates in UCD buildings and other areas throughout campus. 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 indicator light as you pass the badge within one inch of the reader surface card reader (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 card reader doors for more than a few seconds (this will prompt an alarm and/or response from security).

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

To arrange badge access to parking areas, you must contact the parking office [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. We will then add the access to your badge electronically.
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 from heat and any other exposure that causes cracks
- Do not puncture, pierce, cut or bend
- Do not, under any circumstances, allow use by others
- Your badge belongs to the UCD Police Department; you must return it to the Security Badging Office before we can issue a replacement or upon termination of employment.

REPLACING YOUR BADGE

NO REPRINT CHARGE IS ASSESSED FOR THE FOLLOWING:

- Everyone on campus receives one (1) free replacement of their UCD badge, after that, each replacement will cost $10.00. Payment may be made by cash or check.
- Replacement of a damaged badge.
- Replacement due to a change in Title, Status change, Name, Department or Credentials
- Reprint due to a new Expiration Date. Staff receive four year renewals, all others vary from one to two years.

No Free Replacement for RTD Eco Pass [Employees] or College Pass [Student]. Each replacement is $20.00.

SECURITY BADGING OFFICE CONTACT INFORMATION
Mail Stop F506
Building 500 [Q20]
13001 East 17th Place, Room N1207
Aurora, Colorado 80045
Phone: 303.724.0399
Fax: 303.724.1352
Email: securitybadgingoffice@ucdenver.edu

Office Hours: Monday-Thursday 8:30 a.m. – 3:00 p.m. & Friday 8:00 a.m. – 12:30 p.m.
Webpage: http://www.ucdenver.edu/about/departments/UniversityPolice/BadgingSecurityServices
24/7 Police Dispatch Phone: 303.724.4444 (or extension 4-4444 from any campus phone)
The CU Employee’s Guide to Technology Transfer

Why should you care about tech transfer?
- Opportunity to get your invention into the marketplace
- Real-world impact requiring substantial private investment to achieve
- Compliance with University policy and federal law
- Potential source of additional personal, lab and department income

University policy on inventions, discoveries, and other intellectual property
The CU Intellectual Property (IP) Policy was created by Regent action in 1983, and revised three times since, most recently in January 2003. It applies to all CU employees and their collaborators, and to those engaged in substantial use of CU facilities.

Essentially, the presumption of IP ownership lies with the University, as dictated by the Bayh-Dole Act of 1980. Covered IP includes any inventive idea (compound, device or process) or its reduction to practice, including know-how, and copyrightable works pertaining to the invention. The IP policy on Discoveries and Patents does not apply to ownership and copyright of scholarly and artistic works, which are governed by the Intellectual Property Policy on Educational Materials; in such educational works, the presumption of ownership lies with the creator or author.

Employee obligations under University IP policy
Any CU employee who, in the course of his work for CU, makes an invention or discovery, should disclose the invention to the CU Technology Transfer Office (TTO). Disclosure is a simple process — a short form asks the inventor(s) to describe the invention, indicate whether it has commercial potential, and answer a few questions about funding and publication of the invention. Inventors have an obligation to respond to TTO requests for more information.

These obligations do not in any way interfere with publication or other academic activities, but inventors who intend to publish their work should communicate with TTO to make sure no IP is lost in this process and that University contractual obligations to sponsors are fulfilled.

Basic Tenets of Regent IP Policy
- CU owns IP created by its employees
- Narrow circumstances create a few exemptions
- Division of royalty revenue income stipulated by policy
- Inventors receive a share of royalties
- Faculty oversight committee created to oversee tech transfer operations
- Cooperation between inventors and technology transfer is key to success

(Continued on next page)
The tech transfer process

The process begins with an invention confidentially disclosed to TTO. TTO staff then discuss the disclosure with the inventor and assess patentability and commercial viability. Following review, the IP is protected, most frequently with a provisional patent, or offered back to the inventor. During the review stage TTO contacts potential partners under a confidential disclosure agreement (CDA). Once a commercial partner is identified and information on intent is exchanged, license terms are negotiated, agreed upon, and executed. This entire negotiation to execution process can take as little as six months, but most cases typically take longer. Royalty and other income from these agreements is split between the inventor(s), the inventors' lab, the campus, and TTO.

For the licensing process to work, a cooperative relationship must exist between the inventor and Technology Transfer Office. Inventor leads have been found to generate over 70% of successful licenses. Communication, shared vision and mutual understanding enhance the prospects for leads to be transformed into commercial prospects and eventual licensees. At CU, inventors will be involved and informed at all stages of the licensing process.

TTO also manages a wide variety of agreements for researchers, including material transfer agreements, confidentiality agreements, and sponsored research and consulting agreements where IP may be generated. For more information, please contact Kathe Zaslow (kathe.zaslow@cu.edu, 303-735-4525).

Find out more about tech transfer

The TTO website is located at http://www.cu.edu/techtransfer, and contains a wide variety of resources for understanding the tech transfer process, including Information Bulletins on:

- When (and what) to disclose
- How to start a company based on your IP
- How to protect IP
- How to access TTO proof-of-concept funding
- How TTO handles software, biomaterials, and research tools

TTO publishes an annual report detailing our performance and success stories, as well as a monthly e-newsletter — if you’d like to receive either publication, send an email to ttonews@cu.edu.

To learn more about TTO processes: http://www.cu.edu/techtransfer/about/bulletins.html
To download disclosure forms: http://www.cu.edu/techtransfer/discard/For more info or to submit a disclosure, email ttocontact@cu.edu

www.cu.edu/techtransfer
Risk Management Resources
URM Website:  https://www.cu.edu/risk/

• University Risk Management, Anschutz Medical Campus /CU Denver Campus Risk Management:
  Faith Perry, Director, Risk Management, AMC and Denver Campus Operations
  Email: Faith.Perry@cu.edu
  Phone: 303-724-6497

• How to File a Claim  https://www.cu.edu/content/fileclaim
  URM Claims Office:  303-860-5682
  Work related injury/illness https://www.cu.edu/content/workerscompensation
    Report immediately
    Select one of the University Designated Medical Providers
      HealthOne Occupational Medicine
      Concentra
      Arbor Occupational Medicine
      Centura Centers for Occupational Medicine (CCOM)
      WorkWell Occupational Medicine

• International Travel  https://www.cu.edu/content/internationaltravel

• Off Campus, On Campus, Alcohol Guidelines https://www.cu.edu/content/activitiesandcampus

• Certificate of Insurance requests (proof of insurance) – Email: urmucddirs@cu.edu or contact Faith Perry

• Loss Prevention for Research and Equipment
  Policy for “Monitoring Ultra-Low Temperature Freezers (-80)”
  http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/MonitoringResearchEquipmentPolicy.pdf
    Freezer Monitoring – Contact Robin Brown 303-724-0014 robin.brown@ucdenver.edu
    Circuit Management—Contact Facilities Management at dispatch@ucdenver.edu
    Equipment Maintenance—Contact Facilities Management at dispatch@ucdenver.edu

• Professional Risk Management (medical malpractice) 303-724-7475.
Medical Treatment: Employees, medical residents and student interns injured by needle-sticks, injury from sharps, or bodily fluid exposures should seek immediate medical attention in the Emergency Room of the hospital where the work-related incident occurs. Exceptions are:

- **Children’s Hospital Colorado**: Occupational Health Services, 13123 East 16th Avenue, B260, between 7:00 AM and 4:30 PM Monday –Friday (720-777-6577), or the Emergency Department after hours.

- **Denver Health**: Center for Occupational Safety and Health, 605 Bannock Street, 4th Floor, Denver, CO 80204 (303)436-7155 between 7:00 AM and 3:30 PM Monday-Friday, or the Emergency Department after hours.

- **Memorial Hospital**: Occupational Health Department, Printers Park Medical Plaza, 175 S. Union Blvd., Suite 315, between 7:30 AM and 5:00 PM Monday-Friday, 719-365-6840/5560 or the Emergency Department after hours.

- **University of Colorado Hospital**: Infectious Disease Clinic at Anschutz Outpatient Pavilion, 1637 Aurora Court, 7th floor, between 8:00 AM and 4:00 PM Monday-Friday, or the Emergency Department after hours.

- **VA Medical Center**: 1055 Clermont St Denver, CO 80220 Occupational Health (303)399-8020 ext. 2168 or ext. 2330 between 8:00 AM and 4:00 PM Monday-Friday, or the Emergency Department after hours.

- See detailed instructions at https://www.cu.edu/content/workerscompensation

**Employees/Student Interns** working in clinics or in laboratories off campus should go to the nearest emergency room or facility that can perform a blood draw.

**Students, volunteers or others** not covered by workers’ compensation should contact their personal healthcare provider.

For non-emergency or follow-up medical care for your workers’ comp injury, you must go to one of the Designated Medical Providers. The most up-to-date list is on the University Risk Management webpage at https://www.cu.edu/risk

Claim: You must file an online worker’s compensation claim form within 4 days of the injury/exposure. https://urm.cusys.edu/docs/forms/needlestick_incident_report_form.asp. Failure to file a timely claim may result in penalties to you, including financial responsibility for treatment.

Payment: University Risk Management, not your health insurance, is responsible for payment of services related to an on-the-job-injury/exposure. Send bills from authorized medical providers for an on-the-job injury to:

University Risk Management
1800 Grant Street, Suite 700
Denver, CO 80203
Phone: 303-860-5682 or 888-812-9601
Fax: 303-860-5680

Please direct any workers’ compensation questions to University Risk Management (303)860-5682/ (888)812-9601 OR Contact your Campus Risk Management Department.
Policy Title: Tuition Assistance Benefit

APS Number: 5024

APS Functional Area: Human Resources

Brief Description: Tuition Assistance Benefit for CU Employees and Dependents

Effective: July 1, 2013 for Fall 2013 semester

Approved by: President Bruce D. Benson

Responsible University Officer: E. Jill Pollock, Vice President, Employee and Information Services

Responsible Office: Human Resources

Policy Contact: E. Jill Pollock

Supersedes: Tuition Assistance Benefit, 1/17/2013

Last Reviewed/Updated: July 1, 2013

Applies to: Faculty and staff

Reason for Policy: The purpose of this Administrative Policy Statement is to establish the scope of the University of Colorado’s Educational Assistance Program, and describe the taxability of education assistance provided under this program. The University has a Section 127 Educational Assistance Plan established pursuant to Section 127 of the Internal Revenue Code of 1986. This Internal Revenue Code provision currently allows employers to exclude education assistance provided to employees from the employee’s wages, up to a federally mandated limit. Additionally, Section 117 of the Internal Revenue Code allows the university to exclude undergraduate-level tuition assistance for employees of the university and their dependents.

I. INTRODUCTION

All campuses of the university offer tuition benefit (also called tuition assistance) on a non-discriminatory basis to eligible employees of the university and their dependents. Tuition assistance can only be provided in the form of a tuition waiver. Employees or dependents may not choose to receive cash in place of tuition assistance. Employees and dependents are responsible for paying all other required, campus-specific fees and other related educational costs. The Colorado Springs campus may continue its pilot; some guidelines may differ from this policy statement.

II. POLICY STATEMENT

The availability of tuition assistance is for employees in regular (non-temporary), retirement-plan eligible job classification that is at least 50% appointment. The maximum of nine credit hours per year can be used by the employee or given to an eligible dependent. The nine credits may be split between the employee and the eligible dependent. The year begins with the fall term. Enrollment in courses by the employee or dependent is on a space-available basis and subject to campus-specific registration requirements.

A. Elements of the Benefit for Employees

1. Nine credits available each year to be applied against tuition costs on a space-available basis at any CU campus for undergraduate or graduate credit-granting courses, complying with restrictions set within the course requirements.
2. The nine credits can be used in one semester or split between semesters during the same year.

3. Supervisor approval not required to take a course; supervisor approval for class attendance during normal work hours required as for any absence reason (but not documented for this process).

4. Exclusion from benefit of any course offered by an auxiliary-funded program, such as Continuing Education, Extended Studies, the Executive MBA program and 11-month MBA program.

B. Elements of the Benefit for Dependents

1. Ability to share the employee’s total tuition waiver credits each year to be applied against tuition costs on a space-available basis for undergraduate or graduate credit-granting courses.
   a. The amount of graduate tuition that dependents waive using the tuition benefit is subject to income taxation for the spouse, partner, or parent who is a CU employee.

2. Use of benefit limited to the campus at which the employee works; any campus use for dependents of a System Administration employee.

3. Dependent eligibility verification required as for other employee benefits permitting dependent coverage. See [www.cu.edu/pbs](http://www.cu.edu/pbs) for definitions of dependents.

4. The following relationships are eligible for tuition assistance although not, by IRS definition, an eligible dependent. The monetary value of such tuition discount will be subject to income taxation:
   a. Same-gender domestic partner (SGDP) or civil union
   b. A dependent child of an SGDP or civil union
   c. An employee’s dependent child who is not eligible to be claimed as a dependent on the employee’s Federal Form 1040 US Individual Income Tax Return

5. The nine credits can be used in one semester or split between semesters during the same year. Excluded from benefit is any course offered by an auxiliary-funded program, such as Continuing Education, Extended Studies, the Executive MBA program and 11-month MBA program.
   a. A maximum of nine credits can be used during one semester
   b. Each dependent may only use nine credits, even if both parents/partners are employed at CU. For example, both parents work at CU Boulder and have one child. The child is only able to use 9 credits per year. If the same couple has two children, each child may use 9 credits per year.

6. Waiver credited against financial aid eligibility.

C. Employee Eligibility for Benefit Use by Self or Dependent

1. Employed in a regular (non-temporary), retirement-plan eligible job classification that is at least a 50% appointment.

2. Employed at time of the census date for the semester in which the benefit is being applied (being on FMLA documented leave or sabbatical will not preclude eligibility for the benefit).

3. Admission requirements fulfilled.

4. Possible disqualification for current and future participation if enrollment occurs prior to first day of classes, then dropping the class to re-enroll under the tuition waiver benefit.
5. Each registering undergraduate student must apply and authorize the College Opportunity Fund (COF) and pay the difference if COF is exhausted.

D. Exceptions

1. Boulder
   a. A full-time undergraduate student on the Boulder campus cannot utilize the tuition benefit during the fall or spring semesters.

2. Colorado Springs
   a. Dependents on the Colorado Springs campus may enroll in courses prior to the first day of class.
   b. Employees of CU affiliates (ex. University of Colorado Health, Memorial Health System) are not eligible to participate in the tuition benefit program.

3. Denver/ Anschutz
   a. Dependents of CU Denver employees can utilize credits at either the Denver or Anschutz campus.
   b. Employees of CU affiliates (ex. Children’s Hospital, National Jewish, University of Colorado Health) are not eligible to participate in the tuition benefit program.
   c. The tuition benefit cannot be applied to Metropolitan State University or Community College of Denver.

4. System Administration
   a. System Administration’s dependents may use the tuition benefit at any campus.

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Faculty Staff Tuition Benefit Resources

IV. HISTORY

Original APS Education Assistance Program – issued July 1, 2007
APS Education Assistance Program – revised 9/1/2008
APS Tuition Assistance Benefit – replaces APS Education Assistance Program – 3/8/2012
APS Tuition Assistance Benefit – revised 1/17/2013
APS Tuition Assistance Benefit – revised 7/1/2013

V. KEY WORDS Tuition, benefit, dependents
Payroll & Benefit Procedural Statement
Tuition Benefit Program
For Eligible Employees and Immediate Family Members of Eligible Employees
Effective Date: April 1, 2012
Updated: October 16, 2012
www.cu.edu/pbs/tuition-benefit

Introduction
This Payroll & Benefit Procedural Statement sets forth the processes for providing tuition assistance to employees and immediate family members of employees at the University of Colorado under the Administrative Policy Statement (APS) Tuition Benefit Program. This PBS Procedural Statement is intended to assist in recruiting and retaining faculty and staff.

Terms Used in this Statement
Italicized terms are defined in the Administrative Policy Statement Dictionary. Terms specific to this APS are defined here:

- **Tuition**: cost of attendance at any campus, exclusive of course fees, books, or other costs. Colorado resident, undergraduate students are required to apply and use COF against total undergraduate tuition or will be responsible for paying difference between total tuition and student’s share of tuition after COF.
- **Dependent**: Please see a listing of eligible dependents and appropriate documents needed to verify dependent eligibility: https://www.cu.edu/pbs/benefits/eligibility/CU-DEV11-12.pdf

Procedural Statement for Employee-Use of Benefit
A. To be eligible for participation, an employee must be:
   • In a non-temporary, eligible job classification (see Tuition Benefit Eligibility) that is at least 50% appointment.
   • An employee at the time of the verification the upcoming semester. Being on approved FMLA leave or sabbatical will not affect eligibility under this program. If employment is terminated for any reason through the semester, the benefit will be continued through the end of the semester only.
B. Elements of the benefit for employees
   1. A maximum of nine (9) credit hours of tuition per year. The year begins with the fall term.
   2. The nine (9) credit hours can be applied against tuition costs on a space-available basis at any CU campus
   3. The nine (9) credit hours can be used for undergraduate or graduate credit-granting courses (complying with restrictions set within the course requirements)
   4. To be eligible for tuition assistance, each employee must otherwise:
      i. Meet the admission requirements on the campus attending
      ii. Pay all other applicable student fees and educational costs.

Procedural Statement for Immediate Family Member Use of Benefit
A. To be eligible for participation, an employee must be
   • In a non-temporary, eligible job classification (see Tuition Benefit Eligibility) that is at least 50% appointment.
   • An employee at the time of the verification the upcoming semester. Being on approved FMLA leave or sabbatical will not affect eligibility under this program. If employment is terminated for any reason through the semester, the benefit will be continued through the end of the semester only.
B. Elements of the benefit for eligible immediate family members

1. Ability to share an employee’s nine (9) credit hours of tuition per year. The year begins with the fall term.
2. A maximum of nine (9) credit hours can be applied against tuition cost on a space-available basis at the campus of employee’s employment.
3. The nine (9) credit hours is restricted to undergraduate (1000-4000 level), for-credit coursework.
4. Each eligible immediate family member is required to apply and use COF against total undergraduate tuition first before this tuition waiver may be applied.
5. To be eligible for tuition assistance, each eligible immediate family member must otherwise:
   i. Meet the admission requirements on the campus attending
   ii. Pay all other applicable student fees and educational costs

C. Each semester, the employee must declare whether the relationship between the employee and the eligible immediate family member meets the Internal Revenue Service (IRS) regulations of eligible dependent prior to approval of the tuition discount. The declaration is made on the Tuition Benefit Application Form.

- An eligible immediate family member that is not declared to be an IRS eligible dependent is still eligible for the tuition discount, however, the monetary value of such tuition discount will be subject to income taxation. The following relationships are eligible for a tuition discount but are not IRS eligible dependent:
  i. An SGDP;
  ii. A dependent child of an SGDP; and,
  iii. A dependent child of an employee who is not eligible to be claimed as a dependent on the employee’s Federal Form 1040 U.S. Individual Income Tax Return.

The tuition discount will be classified as taxable supplemental compensation subject to withholding. The University will not assist with the payment of any taxes due on such compensation.

This supplemental compensation will not change the employee’s base salary. Such other benefits will continue to be calculated on the employee’s regular salary.

Employees are strongly encouraged to consult their tax advisors concerning their own specific situations.

General Procedures

A. Tuition assistance can only be provided in the form of a tuition discount. Employees or immediate family members cannot choose to receive cash in place of tuition assistance.

B. To apply for tuition assistance, the employee must complete the Tuition Benefit Application Form and first submit it to Payroll & Benefit Services (PBS) by the posted deadlines. PBS will verify the eligibility of the employee, and if applicable, eligibility of the dependent, and the availability of credit hours for the year. Please refer to the documents needed to verify dependent eligibility at https://www.cu.edu/pbs/benefits/eligibility/CU-DEV11-12.pdf.

- After verification, PBS will submit the Tuition Benefit Application Form to the appropriate bursar office prior to the first day of classes along with instruction as to the taxability of the benefit for each applicant. The Bursar’s Office will verify eligibility of the course for each applicant.

C. If the tuition discount is awarded, the approved employee or eligible immediate family member must wait until the first day of classes and then register via the institutions student portal. After the census date the Bursar’s Office will credit the tuition assistance to the tuition bill.

D. The Bursar’s Office will forward the Tuition Benefit Application Form to the registrar if required per campus procedures.
E. The Payroll & Benefit Services will run a report after the end of drop/add of each semester to identify all taxable tuition benefits provided under this Procedure Statement. The value of such benefits will be submitted for inclusion on the employee's IRS Form W-2.

F. Payroll & Benefit Services will notify all affected employees of the imputed income and tax withholding impacts.

G. Employees may not use formal concurrent registration procedures to register for courses on a tuition waiver basis. They must register at each University campus.

**Exceptions**

Boulder:
- A full-time student on the Boulder campus may not use the tuition benefit during the fall or spring semester.

Colorado Springs:
- Dependents on the Colorado Springs campus may enroll in courses prior to the first day of class.

Denver/Anschutz:
- Dependents of CU Denver employee can utilize credits at either the Denver or Anschutz campus
- This benefit is only available to CU Denver employees – not employees of our affiliates.
- Employees cannot take courses at Metropolitan State College or the Community College of Denver under the employee tuition waiver program.

System Administration:
- System Administration’s dependents may use the tuition benefit at any campus

Unless approved by Payroll & Benefit Services, there are no other exceptions to this procedural statement.

**Related Policies, Procedures and Resources**

- APS
- Fact Sheet
- Section 127 Educational Assistance Plan
- List of Eligible Job Codes
- Tuition Benefit form
- Tuition Benefit website
Tuition Benefit APS Fact Sheet

Elements of Tuition Benefit

- Eligible employees receive 9 credit hours per year to be used against tuition on a space-available basis; registration must happen on the first day of classes for the tuition to be waived
- Employee may use or distribute the 9 credit hours to eligible dependents
- The maximum an employee or dependent may use in a year is 9 credit hours. If a married or partnered couple both work for CU, each has 9 credit hours to use, but the two employees cannot add the credits to total more than 9 for use by themselves or by their dependent(s) as individuals.
- Credits may not be used for Continuing Education, Extended Studies, Executive MBA, Distance MBA and the 11-month MBA program
- An employee or dependent may use all 9 credits in one semester or split between semesters during the same year
- Each registering undergraduate student must apply for College Opportunity Fund (COF) to receive the tuition benefit

Elements of Tuition Benefit for Employees

- Credits may be taken at any CU campus for undergraduate or graduate credit-granting courses
- The employee must be in an non-temporary, eligible faculty or staff position with an appointment 50% or greater
- Supervisor approval is not required to use tuition benefit; supervisor approval for class attendance during normal work hours is required as for any absence, but does not need to be documented

Elements of Tuition Benefit for Dependents

- Credits are to be taken on the campus where the employee works
- Credits may be used for undergraduate or graduate credit-granting courses. Graduate tuition waived for a dependent is subject to income taxation for the CU employee.
- Dependent eligibility will be determined by Employee Services, in the same way as for all other benefits (health, dental, etc.)
- Monetary value of tuition benefit will be subject to income taxation for the following relationships:
  - Same-gender domestic partner (SGDP) or civil union
  - A dependent child of an SGDP or civil union
  - An employee’s dependent child who is not eligible to be claimed as a dependent on the employee’s Federal Form 1040 Individual Income Tax Return

Exceptions

- Boulder
  - A full-time undergraduate student on the Boulder campus cannot utilize the tuition benefit during the fall or spring semesters.
- Colorado Springs
  - Dependents on the Colorado Springs campus may enroll in courses prior to the first day of class.
  - This benefit is only available to UCCS employees – not employees of our affiliates.
- Denver/Anschutz
  - Dependents of CU Denver employees can utilize credits at either the Denver or Anschutz campus.
  - This benefit is only available to CU Denver employees – not employees of our affiliates.
  - Employees cannot take courses at Metropolitan State College or the Community College of Denver under the employee tuition waiver program.
- System Administration
  - System Administration’s dependents may use the tuition benefit at any campus.
A. Introduction

The University of Colorado strives to maintain a campus free of intimidating, threatening, or violent behavior, including but not limited to, verbal and/or physical aggression, attack, threats, harassment, intimidation, or other disruptive behavior in any form or by any media, which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property. This policy is not intended to regulate the content of an individual's speech but is instead meant to address the manner in which individuals behave. This policy applies to academic, administrative, research, and service departments, programs, activities and/or services wherever University of Colorado Denver (UCD) business is conducted, including extended studies and international locations.

B. Table of Contents

A. Introduction
B. Table of Contents
C. Policy Statement
D. Reporting Procedures
E. Disposition, Task Force Team and Training

C. Policy Statement

University employees, students, affiliates, and visitors who engage in prohibited behavior shall be held accountable under University policy and local, state, and federal law. Any employee or student who commits prohibited behavior may be subject to disciplinary action, up to and including, dismissal or expulsion, as well as arrest and prosecution. Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, arrest, prosecution, termination of his or her business relationship with the University, and/or any other appropriate action.

Examples of prohibited behaviors may include any of the following behaviors that have the effect of causing a reasonable person to be in fear of harm to themselves or others, but are not limited to: (1) disturbing the peace by violent, tumultuous, offensive, or obstreperous conduct;
(2) engaging in intimidating, threatening, or hostile statements or actions that unreasonably disrupts the work or learning environment, causes undue emotional distress to another, or creates a reasonable fear of injury to a person; (3) making gestures that convey threats; (4) or using fighting words; (5) uttering ethnic, racial, or sexual epithets; (6) making threatening comments about, or references to, violent events and/or behaviors; (7) waving fists, pushing, stalking, bullying, hazing; (8) destroying personal property in the workplace; (9) destroying university property; (10) physically assaulting or attacking persons or property; (11) throwing objects at persons or property; (12) engaging in vandalism, arson, or sabotage.

The possession, display, or use of any weapon, including any firearm, or the display or use of any object as a weapon, by any person other than a law enforcement officer in the course of his/her duty or by any person who has written permission from the Chief of Police or from the Chancellor after consultation with the Chief of Police, in any location where University business is conducted, is a violation of Regent Policy 14-I and is strictly prohibited. This policy applies even to individuals who are carrying a weapon pursuant to a valid concealed weapons permit; such a permit does not operate to remove an individual from the scope of this policy. Possession of a firearm or weapon on University owned, leased, or controlled property or the Auraria Campus may be cause for immediate termination of employees, removal of visitors, expulsion of students, arrest and/or prosecution or any other action the University deems appropriate.

D. Reporting Procedures

1. Emergency or Life-Threatening Situations

In the case of an emergency or life-threatening situation, immediately call 911. A call to 911 will go to the appropriate Campus, City, or County law enforcement agency. A call to 911 from any telephone automatically registers the location of the telephone on which the 911 call was placed, even if no words are spoken.

2. Non-Emergency Situations

In all other situations, notify Human Resources (303) 315-2700. If before or after normal business hours, if Human Resources is otherwise unavailable, or if the situation involves a Human Resources employee, notify University Police at (303) 724-4444, or Auraria Campus Police at (303) 556-3271.

3. Responsibility to Report

Anyone witnessing or receiving a report of prohibited behavior, or possession, display or use of any weapon shall immediately notify the appropriate authority, as listed above. Any supervisor who fails to make such a report shall be subject to corrective/disciplinary action.

4. Workplace Violence Incident Report Form

The Workplace Violence Incident Report Form will be used by Human Resources and University Police to document each alleged violation of this policy. Copies of the form are available at Human Resources.

5. Non-retaliation and Confidentiality
To the extent possible, no adverse action will be taken against anyone truthfully reporting a violation of this policy. Further, every effort will be made to protect the confidentiality of all personal identifying information provided in reports of violations of this policy.

E. Disposition Task Force Team and Training

1. Disposition

All reports of threatened, potential, or actual violent behavior or possession, display or use of any weapon will be investigated, verified, documented, and confronted.

2. Task Force Team

When determined to be necessary by Human Resources or University Police if the situation involves a Human Resources employee, a report will be referred to the Task Force Team. The Task Force Team will investigate reports regarding prohibited behavior or possession, display, or use of any weapon, and coordinate the University’s response to violent behavior. The following departments will designate individuals to serve on the Task Force Team:

- Human Resources
- University Police
- Risk Management
- Legal
- Health and Safety

3. Additionally, a licensed psychiatrist from the Department of Psychiatry shall be available for consultation with the Task Force Team in regard to mental health issues.

4. Training

The University encourages the training of all employees, students and affiliates in this area. Please contact Human Resources for more information.
Employee Groups

**State Classified**
- Probationary Period
  - 12 Months for New Employees
- Rules Require the following:
  - Position Description Questionnaire
  - Performance Plan
  - Corrective and/or Disciplinary Actions
- Performance Management
  - April 1-March 31
- Salary is determined by the State Legislature on a year by year basis

**Faculty and Exempt Professionals**
- Positions are considered “At Will”
  - At any time during your employment with UCD you or the University can terminate the employment relationship.
- Required
  - Job Description
- Performance Management
  - Evaluated on an annual basis due May 1\textsuperscript{st}
- Salary is determined by the Regents each year and dependent on budget constraints
Post Doctoral Fellows

- Positions are limited to 6 years
- Initial salary is based on National Institutes of Health guidelines
  - Salary increase is commensurate with performance evaluation
- Performance Management
  - Evaluated on an annual basis

http://www.ucdenver.edu/faculty_staff/research/postdoctoral/Pages/default.aspx
### State Classified Employees

#### Annual Leave

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hourly Accrual Per Month</th>
<th>Maximum Accrual Hours/Days</th>
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<tr>
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<td>8</td>
<td>192/24</td>
</tr>
<tr>
<td>6 – 10</td>
<td>10</td>
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<tr>
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<td>16 +</td>
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#### Sick Leave

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### Faculty and Exempt Professionals

#### Annual Leave

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<td>352/44</td>
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</table>

*Faculty on a 9 month academic year appointment are not eligible for annual leave.*

#### Sick Leave

<table>
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<th>Hourly Rate of Accrual Per Month</th>
<th>Maximum Accrual Hours</th>
</tr>
</thead>
<tbody>
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<td>10</td>
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</tr>
</tbody>
</table>

*Faculty on a 9 month academic year appointment, please refer to your Faculty Handbook page VII-14*

### Post Doctoral Fellows

#### Annual Leave

<table>
<thead>
<tr>
<th>Days of Accrual Per Year</th>
<th>Maximum Accrual Days</th>
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#### Sick Leave

<table>
<thead>
<tr>
<th>Days of Accrual Per Year</th>
<th>Maximum Accrual Days</th>
</tr>
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<tbody>
<tr>
<td>12</td>
<td>44</td>
</tr>
</tbody>
</table>
Holiday Schedule
Fiscal Year 2015-16

Common Holidays
The following holidays will be observed at both campuses. Offices not designated as essential services will be closed.

Independence Day  Friday  July 3, 2015
Labor Day  Monday  September 7, 2015
Thanksgiving  Thursday  November 26, 2015
Christmas  Friday  December 25, 2015
New Year's Day  Friday  January 1, 2016
Memorial Day  Monday  May 30, 2016

Campus-Specific Holidays

Denver Campus
Units specifically serving the Denver Campus and its colleges and schools will observe the following holidays:

Monday  December 28, 2015
Tuesday  December 29, 2015
Wednesday  December 30, 2015
Thursday  December 31, 2015

Anschutz Medical Campus
Units specifically serving the Anschutz Medical Campus and its colleges and schools will observe the following holidays:

Friday  November 27, 2015
Thursday  December 24, 2015
Monday  January 18, 2016
Monday  February 15, 2016

Consolidated Units
Consolidated units serving both campuses will remain open on the campus-specific holidays and each employee will request either the Denver Campus or Anschutz Medical Campus schedule for the fiscal year.

Holiday Policy
For more information and guidance on administering holiday leave, please see the Holiday Policy:

http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Holidays.pdf
What is discrimination?

Discrimination is unfair treatment, including harassment, because of one of the traits listed above, that results in a negative employment or educational action. Discrimination can also occur when a person seeking a religious or disability accommodation is unfairly denied.

What is sexual harassment?

Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault, when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive.

What is retaliation?

Retaliation occurs when there is a causal connection between a materially adverse action and the act of reporting an allegation of sexual harassment or participating in support of a discrimination or sexual harassment investigation.

Reporting

In order to take appropriate corrective action, CU Denver must be aware of discrimination and related retaliation occurring in its employment and educational programs and activities. Therefore, anyone who believes that s/he has experienced or witnessed discrimination or any related retaliation should promptly report such behavior to the EO/AA Compliance Officer.

Who must report discrimination & harassment?

Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to a campus sexual harassment officer. A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff, or students.

Campus Reporting Contacts

To report harassment of an employee:
Melissa Luna
EO/AA Compliance & Sexual Harassment Officer, Human Resources
melissa.luna@ucdenver.edu
303-315-2724

To report harassment of a student:
Title IX Coordinator Downtown:
Raul Cardenas, Ph.D.
raul.cardenas@ucdenver.edu
303-315-2110

Title IX Officer Anschutz Medical Campus:
Regina Killkenny
regina.killkenny@ucdenver.edu
303-724-8070

Confidential Resources

The Ombuds Office is an independent office which provides informal, confidential and neutral services to resolve conflicts, complaints, and disputes. Anschutz Medical Campus: 303-724-2950; Downtown Campus: 303-556-4493.

The CU Denver Student and Community Counseling Center serving the Downtown Campus is located in room 4036 of the North Classroom Building. 303-556-4372

Colorado State Employee Assistance Program is a professional assessment, referral, and short-term counseling service offered to State employees with work-related or personal concerns. 303-866-4314

Other Resources

For links to the full policies and procedures visit www.ucdenver.edu/hr
Article 10: Nondiscrimination

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

History: Amended November 8, 2001; September 17, 2013.
A. Introduction

As stated in the university nondiscrimination policy, “The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.”

The University of Colorado Denver (UCD) is committed to maintaining a positive learning and working environment. This guideline provides a process by which employee and student complaints regarding discrimination will be handled.

B. Table of Contents

A. Introduction
B. Table of Contents
C. Reporting Requirements
D. Procedures
E. Investigation Process
F. No Limitation on Existing Authority
G. Campus Resources

C. Reporting

Reports of on-campus criminal conduct in which the complainant believes that his/her safety is threatened should be reported to the police first, then to the EO/AA Compliance Officer once immediate safety concerns are met.
1. Supervisor Reports

Any supervisor who witnesses or receives a written or oral report or complaint of discrimination or related retaliation that occurs in UCD employment and educational programs and activities, is required to promptly report it to the EO/AA Compliance Officer.

2. Other Reports

In order to take appropriate corrective action, UCD must be aware of discrimination and related retaliation that may occur in UCD employment and educational programs and activities. Therefore, anyone who believes that s/he has experienced or witnessed discrimination or any related retaliation should promptly report such behavior to the EO/AA Compliance Officer.

3. Exception to the Report Process

The Ombuds Office at UCD and the UCD Student and Community Counseling Center at the Downtown Campus may maintain confidentiality regarding information on discrimination or any related retaliation.

D. Procedures

Reports or complaints pursuant to this Policy will be addressed and resolved as promptly as practicable after the complaint or report is made. Ordinarily, investigations will be concluded and reports submitted no later than 90 days following the receipt of a complaint.

E. Investigation Process

1. The EO/AA Compliance Officer shall determine the most appropriate means for addressing the report or complaint. Options include but are not limited to: (a) investigating the report or complaint; (b) with the agreement of the parties, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation); or (c) determining that the facts of the complaint or report, even if true, do not warrant investigation.

The EO/AA Compliance Officer may designate another individual (either from within UCD, including an administrator, or from outside UCD) to conduct or assist with the investigation or to manage an alternative dispute resolution process. Outside investigators will have relevant training, qualifications and experience. Anyone designated to address an allegation will adhere to the process of this guideline and confer with the EO/AA Compliance Officer throughout the investigation.

2. All reports or complaints should be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

3. If an investigation is conducted, the complainant and respondent will:
(a) Receive written notice of the report or complaint, including a statement of the allegations, as soon after the commencement of the investigation as is practicable and to the extent permitted by law;  
(b) Be asked to present relevant information to the investigator(s); and  
(c) Receive, at the conclusion of the investigation, a copy of the investigator’s report, to the extent permitted by law.

4. The Chancellor, the respondent’s appointing/hiring authority and the respondent’s supervisor shall be notified that an investigation is taking place. The EO/AA Compliance Officer will advise the respondent’s supervisor whether in his/her opinion the respondent should be relieved of any supervisory or evaluative authority during the investigation. The respondent’s supervisor will advise the EO/AA Compliance Officer of any action taken.

5. At the conclusion of an investigation, the investigator shall prepare a written report that includes a statement of factual findings and a determination of whether the university nondiscrimination policy has been violated.

6. The appointing authority may initiate appropriate disciplinary action against that individual based on the findings in the report. The appointing authority and other administrators with a need to know may have access to the investigative records and may consult with the investigator in order to take appropriate action. In the event a violation of the University's Policy on Antidiscrimination is found, the University will consider reasonable and appropriate measures to address the concerns of those persons who may have been affected by such a violation. The appointing authority will inform the EO/AA Compliance Officer in writing of the action taken based on the findings in the report.

7. All records of discrimination and related retaliation reports and investigations will be considered confidential and will not be disclosed publicly except to the extent required by law.

8. State and Federal laws prohibit retaliation against persons who have complained of discrimination, or have participated in the investigation or resolution of a complaint of discrimination. Complaints of retaliation will be investigated in accordance with the procedures set forth herein.

F. No Limitation on Existing Authority

No provision of this guideline should be construed as a limitation on the authority of an appointing authority under applicable policies and procedures to initiate appropriate action. If an individual is disciplined for conduct that also violates the university nondiscrimination policy, the conduct and the discipline imposed should be reported to the appropriate UCD Officer. If an investigation is conducted and no policy violation is found, that finding does not prevent discipline of the respondent for inappropriate or unprofessional conduct under other applicable policies and procedures.

Use of this complaint procedure is not a prerequisite to or a substitute for the pursuit of other remedies allowed by law, regulation, or policy. Classified staff employees must conform to the requirements of the State Board of Personnel and faculty may be subject to procedures of their schools or departments, or of faculty committees on privilege and tenure.
G. Campus Resources

If you wish to report discrimination or need additional information, contact the EO/AA Compliance Officer at Human.Resources@ucdenver.edu (303-315-2700); send correspondence to PO Box 173362, Campus Box 130, Denver, CO 80217-3362.

The Ombuds Office is a resource available to all members of the University community. It is an independent source which will provide informal, confidential and neutral services to members of the university community in resolving conflicts, complaints, and disputes.

UCD Department of Human Resources is located on the Downtown Campus. The Department provides services to faculty, exempt professional and classified staff.

The emergency phone number for police serving all campuses is 911. Non-Emergency numbers are available from these links: Downtown Campus and Anschutz Medical Campus.

The UCD Student and Community Counseling Center serving the Downtown Campus is located in room 4036 of the North Classroom Building.
**Administrative Policy Statement**

**Policy Title:** Sexual Harassment Policy and Procedures  
**APS Number:** 5014  
**APS Functional Area:** HUMAN RESOURCES

**Brief Description:** This policy defines sexual harassment and related terms and the procedures and processes for reporting and investigating allegations of policy violations.

**Effective:** July 20, 2012 (Updated 11/29/2012)  
**Approved by:** President Bruce D. Benson

**Responsible University Officer:** Vice President, Employee and Information Services  
**Responsible Office:** Office of the Vice President, Employee and Information Services  
**Policy Contact:** Office of the Vice President, Employee and Information Services  
**Supersedes:** Sexual Harassment Policy and Procedures, July 1, 2009

**Reason for Policy:** This policy defines sexual harassment and related terms and the procedures and processes for reporting and investigating allegations of policy violations.

**I. INTRODUCTION**

Regent Policy 2-J, adopted on June 23, 2003, established that consistent with the *Laws of the Regents, Article 10, Non-Discrimination*, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student in its educational programs and activities.

**II. POLICY STATEMENT**

The University of Colorado is committed to maintaining a positive learning, working and living environment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10). In pursuit of these goals, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

This policy (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of the University community believes a violation of the policy has occurred. It also is a violation of this policy for anyone acting knowingly or recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

Robust discussion and debate are fundamental to the life of the University. Consequently, this policy shall be interpreted in a manner that is consistent with academic freedom as defined in Regent Law, Article 5 D, last amended 10/10/02.

It is intended that individuals who violate this policy be disciplined or subjected to corrective action, up to and including termination or expulsion.
III. DEFINITIONS

**Appointing authority** - an appointing authority is the individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee.

**Disciplinary authority** - a disciplinary authority is the individual who has the authority or delegated authority to impose discipline upon a particular employee or student.

**Supervisor** - A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff, or students.

**Complainant** - a complainant is a person who is subject to alleged sexual harassment.

**Respondent** - a respondent is a person whose alleged conduct is the subject of a complaint.

**Sexual harassment** - Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

**Hostile environment sexual harassment**: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Examples which may be policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; and a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email.

**Retaliation**: Retaliation is prohibited by this Policy. To be considered retaliation, a causal connection is required between a materially adverse action and the act of (1) reporting an allegation of sexual harassment; or (2) participating in support of an investigation of sexual harassment. A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of sexual harassment, or participating in support of an investigation of an allegation of sexual harassment. A determination of whether an action is materially adverse is made on a case by case basis. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of their campus sexual harassment officer, whose responsibilities include handling retaliation.

IV. POLICIES AND PROCEDURES

A. Obligation to Report

In order to take appropriate corrective action, the University must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to a campus sexual harassment officer (see campus Appendix discussed below) or any supervisor (see section B below).

B. Supervisor's Obligation to Report

Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to a campus sexual harassment officer. This section of the policy does not obligate a supervisor who is required by the supervisor's profession and University responsibilities to keep certain communications confidential (e.g., a professional counselor or ombudsperson) to report confidential communications received while performing those University responsibilities. Each campus shall have an appendix to this policy designating the supervisory positions that qualify under this exception.
C. Investigation Process

1. Reports or complaints under this policy shall be addressed and resolved as promptly as practicable after the complaint or report is made. Ordinarily, investigations shall be concluded and reports submitted to the standing review committee no later than 60 days following the receipt of a complaint. Ordinarily, the final report shall be sent to the Chancellor or President no later than 30 days after the committee's receipt of the draft report of the investigation.

   It is the responsibility of the sexual harassment officer(s) to determine the most appropriate means for addressing the report or complaint. Options include, but are not limited to: 1) investigating the report or complaint in accordance with paragraph C.3. below; 2) with the agreement of the parties, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation); or 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of this policy.

   The campus sexual harassment officer(s) may designate another individual (either from within the University, including an administrator, or from outside the University) to conduct or assist with the investigation or to manage an alternative dispute resolution process. Outside investigators shall have training, qualifications and experience as will, in the judgment of the sexual harassment officer, facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of this policy and confer with the sexual harassment officer(s) about his or her progress. (See campus appendix for a list of resources for further assistance or additional information.)

2. All reports or complaints shall be made as promptly as feasible after the occurrence. (A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report.)

3. If an investigation is conducted: The complainant and the respondent shall have the right to:
   
a. Receive written notice of the report or complaint, including a statement of the allegations, as soon after the commencement of the investigation as is practicable and to the extent permitted by law;

b. Present relevant information to the investigator(s); and

c. Receive, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.

4. The Chancellor, the respondent's appointing authority and the respondent's supervisor shall be notified that an investigation is taking place. The sexual harassment officer shall advise the respondent's appointing authority whether the respondent should be relieved of any supervisory or evaluative authority during the investigation and review. If the respondent's appointing authority declines to follow the recommendation of the sexual harassment officer, s/he shall send a letter explaining the decision to the Chancellor with a copy to the sexual harassment officer.

5. At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this policy has been violated. The report shall be presented for review to the standing review committee.

6. The standing review committee shall consist of employees who have received appropriate training regarding implementation of this policy.

7. The standing review committee may consult with the investigator, consult with the parties, request that further investigation be done by the same or another investigator, or request that the investigation be conducted again by another investigator. The standing review committee may adopt the investigator's report as its own or may prepare a separate report based on the findings of the investigation. The standing review committee may not, however, conduct its own investigation or hearing. Once the standing review committee has completed its review, the investigator shall send the final report to the complainant and the respondent, to the extent permitted by law.
The report also shall be sent to the Chancellor, or, in the case of System Administration\(^1\), to the President. If a Chancellor is the respondent or complainant, the report shall be sent to the President. If the President or the Secretary of the Board of Regents is the respondent or complainant, the report shall be sent to the Board of Regents.

D. Reporting Process

1a. If a policy violation is found, the report(s) shall be sent to the disciplinary authority for the individual found to have violated the policy, and the disciplinary authority must initiate a disciplinary process against that individual. The disciplinary authority shall have access to the records of the investigation. If disciplinary action is not taken, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.

1b. Following a finding of violation of the policy, the disciplinary authority shall forward to the sexual harassment officer and to the Chancellor, or in the case of System Administration, the President, a statement of the action taken against an individual for violation of this policy.

1c. If a policy violation is not found, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.

2. The sexual harassment officer shall advise the complainant and respondent of the resolution of any investigation conducted under this policy.

3. A copy of the investigator's written report as approved by the standing review committee, shall be provided to: 1) the complainant; 2) the respondent; and 3) the respondent's appointing authority.

4. In all cases, the sexual harassment officer shall retain the investigator's report, as approved by the standing review committee, for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.

5. All records of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

6. Complaints Involving Two or More Campuses: When an alleged policy violation involves more than one campus, the complaint shall be handled by the campus with disciplinary authority over the respondent. The campus responsible for the investigation may request the involvement or cooperation of any other affected campus and should advise appropriate officials of the affected campus of the progress and results of the investigation.

7. Complaints By and Against University Employees and Students Arising in an Affiliated Entity: University employees and students sometimes work or study at the worksite or program of another organization affiliated with the University. When a policy violation is alleged by or against University employees or students in those circumstances, the complaint shall be handled as provided in the affiliation agreement between the University and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the University may, in its discretion, choose to 1) conduct its own investigation, 2) conduct a joint investigation with the affiliated entity, 3) defer to the findings of an investigation by the affiliated entity where the University has reviewed the investigation process and is satisfied that it was fairly conducted, or 4) use the investigation and findings of the affiliated entity as a basis for further investigation.

E. No Limitations on Existing Authority

No provision of this policy shall be construed as a limitation on the authority of a disciplinary authority under applicable policies and procedures to initiate disciplinary action. If an individual is disciplined for conduct that also violates this policy, the conduct and the discipline imposed shall be reported to a campus sexual harassment

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\(^1\) For the purposes of this policy, System Administration includes the Office of the Secretary of the Board of Regents and the Department of Internal Audit.
officer. If an investigation is conducted under this policy and no policy violation is found, that fact does not prevent discipline of the respondent for inappropriate or unprofessional conduct under other applicable policies and procedures.

F. Information and Education

The President's Office shall provide an annual report documenting: (1) the number of reports or complaints of policy violations; (2) the categories (i.e., student, employee, or other) and sexes of the parties involved; (3) the number of policy violations found; and (4) examples of sanctions imposed for policy violations.

Each campus shall broadly disseminate this policy, distribute a list of resources available on the campus to respond to concerns of sexual harassment and related retaliation, maintain the campus appendix to the sexual harassment policy, and develop and present appropriate educational programs. Each campus shall maintain information about these efforts, including a record of how the policy is distributed and the names of individuals attending training programs.

V. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statement, "Conflict of Interest in Cases of Amorous Relationships," provides that an amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated.

B. For related complaint, grievance or disciplinary processes, refer to Regent Policies 5. H. Faculty Senate Grievance Process and 5. I. Faculty Dismissal for Cause Process (for faculty), State Personnel Board Rules (for classified employees), and campus student disciplinary policies and procedures (for students).

C. Frequently Asked Questions (FAQs)

D. Campus Appendices
   1. Boulder
   2. Colorado Springs
   3. Denver

VI. HISTORY

Correction: 11/29/2012 correction to strike Section IV.G. which was not shown in final version for July 20, 2012.
Supersedes: Sexual Harassment Policy and Procedures, Jul 1, 2009
Supersedes: Sexual Harassment Policy and Procedures, July 1, 2003
Supersedes: University Policy on Sexual Harassment, November 14, 1996
Supersedes: University Policy on Sexual Harassment, July 1, 1999
Initial Policy: University Policy on Sexual Harassment, June 5, 1989

VII. KEY WORDS

| regent, law, article 10, sexual, harassment, 2-J, discrimination, retaliation, race, color, national origin, gender, sex, age, disability, creed, religion, sexual orientation, veteran, hostile, working, environment, conduct, offensive. |
Disability Accommodation

A. Introduction

The Americans with Disabilities Act (ADA) applies to University of Colorado Denver and provides that individuals who are otherwise qualified for jobs or educational programs will not be denied access simply because they have a disability. Its goal is to guarantee that individuals with disabilities are not discriminated against or denied equal access to the same programs, services and facilities available to others. The ADA prohibits employers, including University of Colorado Denver, from discriminating against applicants and workers with disabilities in all aspects of employment. The Act also prohibits the University from discriminating on the basis of disability in access to its programs and services.

B. Accommodation

The ADA requires that the University of Colorado Denver 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. Additional information regarding the ADA may be obtained online from the ADA Home Page: [http://www.ada.gov/](http://www.ada.gov/).

If you are an applicant for employment or employee at the University of Colorado Denver and need to make application for accommodations or need information regarding the ADA, contact the University of Colorado Denver ADA Coordinator at: Human.Resources@UCDenver.edu; (303) 315-2700; mailing address P.O. Box 173364, Campus Box A005/130, Denver, CO 80217-3364.

If you are a student at the Downtown Campus and need assistance with access to or participation in the academic curriculum, contact the Office of Disability Resources/Services at: DisabilityResources@UCDenver.edu; (303) 556-3450; mailing address P.O. Box 173364, Campus Box A005/118, Denver, CO 80217-3364.

C. Reporting Discrimination

Article 10 of the Laws of the University of Colorado Board of Regents prohibits discrimination on the basis of disability (or on the basis of membership in other protected classes) in admission and access to, and treatment and employment in, University of Colorado educational programs and activities. To report discrimination or to obtain additional information, contact the University of Colorado Denver ADA Coordinator at: Human.Resources@UCDenver.edu. Complaints of discrimination based upon disability will be processed according to the provisions of University of Colorado Denver Nondiscrimination Procedures Guideline.
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 may be contacted at:
Phone: (303) 315-2724
Email: melissa.luna@ucdenver.edu
Mail: P.O. Box 173364, Campus Box A005/130
Denver, CO 80217-3364

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, such as Assistive Technology Partners or another entity. 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 University of Colorado Denver 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 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
Policy Title: Conflict of Interest in Cases of Amorous Relationships - 5015

POLICY DETAILS

Effective Date: July 1, 2009
Vice President: Vice President for Administration
Responsible Office: Sr. Associate Vice President and Chief Human Resources Officer
Approved by: President Bruce D Benson
Application: All Campuses
Related APS: Sexual Harassment Policy and Procedures
Purpose: Establishes that an amorous relationship between two individuals constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other, and requires that the direct evaluative authority be eliminated. This revision adds a definition of "supervisor."

INTRODUCTION

Following adoption of Regent Policy 2-J on Sexual Harassment on June 26, 2003, and issuance of administrative policy statement "Sexual Harassment Policy and Procedures," effective July 1, 2003, a committee was established to consider changes to the related administrative policy statement "University Policy on Amorous Relationships Involving Evaluative Authority," dated July 1, 1999. The Amorous Relationships Committee received comments from a wide range of individuals and groups familiar with the workings of the existing policy, ranging from administrators, ombudsmen and women, to a former member of the Board of Regents. The policy was presented to and discussed with the Personnel and Educational Policy and University Standards (EPUS) committees of Faculty Council, as well as with Faculty Council itself. The policy also was reviewed by Staff Council, the system-wide student governance group, and the Human Resources Policy Group (HRPG). Each of these groups recommends its adoption.

1. Definitions

Amorous Relationships exist when two individuals mutually and consensually understand a relationship to be romantic and/or sexual in nature.

Personnel Actions as defined in this policy include appointments/hiring, firing/layoffs, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures.
Supervisor is defined as anyone who has the delegated authority to hire, promote, discipline, evaluate, grade or direct faculty, staff or students.

2. Policies and Procedures

Amorous relationships will sometimes develop between members of the University community, whether faculty members, students, administrators or staff. This policy requires that direct evaluative authority not be exercised in cases where amorous relationships exist or existed within the last seven years between two individuals, whether of the same or opposite sex. Problems often arise with amorous relationships in situations where one party is the supervisor and the other the supervisee. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Further, amorous relationships between parties of unequal power greatly increase the possibility that the individual with the evaluative responsibility, typically a supervisor or a faculty member, will abuse her/his power and sexually exploit the student or employee. A relationship which began as consensual, may in retrospect be seen as something else by one or both of the parties. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others and implicitly makes obtaining preferences contingent upon romantic or sexual favors. This policy, consequently, is intended to: (1) establish a reporting structure to protect participants in these relationships from violations of University conflict of interest guidelines; and (2) provide direction concerning how to terminate evaluative responsibilities between the two parties in the reported relationship.

A. Removing Direct Evaluative or Supervisory Responsibilities

There is a conflict of interest when a direct evaluative relationship exists between two employees or between an employee and a student, either during the time that the amorous relationship is occurring or within seven years after it has occurred. In such circumstances the following procedures will be used to resolve the conflict of interest. 1) If the amorous relationship exists in a faculty member/student direct evaluative relationship, a faculty member/faculty member direct evaluative relationship, or a faculty member/staff direct evaluative relationship, the relationship must be disclosed to the faculty member's unit head(s) (department chair, dean, or head of the primary unit) with all parties present (the parties in the relationship and the unit head). The individual in the evaluative position shall recuse her or himself from all future evaluative actions involving the other person. The parties involved may choose to have this disclosure in written form placed in their own personnel files. 2) If the amorous relationship exists in a form of supervisor/supervisee direct evaluative relationship other than those enumerated above, it must be disclosed to the supervisor's unit head, typically the appointing authority, with all parties present. The parties involved may choose to have this disclosure in written form placed in their own personnel files. In either of these sets of circumstances, the responsibility to disclose rests with the person in the evaluative position. The individual to whom the disclosure is made is responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative relationship. 3) If such actions are outside that individual's authority, the matter shall be referred to the individual with the authority to take such actions.

In any of the circumstances described above, the individual to whom disclosure is made bears responsibility for keeping this information confidential to the fullest extent possible. When information concerning an amorous relationship has been placed in personnel files, it will be removed and destroyed seven years after the time of initial disclosure if the interested party should so request, specifying, in addition, that the prior relationship has now ended. On the campuses a report of the action taken to resolve this conflict of interest shall be made to the Chancellor or the Chancellor's designee. If the Chancellor or the Chancellor's designee should find that the actions do not adequately resolve the conflict, the chancellor or the chancellor's designee may require other action. In System Administration (with the exception of the Office of the Secretary of the Board of Regents and Internal Audit), the report shall be made to the President or the President's designee. If the President or the President's designee should find that the actions do not adequately resolve the conflict, the President or the President's designee may require other action. In the Office of the Secretary of the Board of Regents and Internal Audit, the report shall be made to the Chair of the Board of Regents. If the Chair
of the Board of Regents or the Chair's designee should find that the actions do not adequately resolve the conflict, the Chair or the Chair's designee may require other action.

B. Recusal and Disclosure in the Direct Line of Report

When an amorous relationship, either current or within the last seven years, exists between an individual and an employee who, although not her/his direct supervisor, is in the direct line of report (e.g., a dean who is involved with a faculty member in her/his college, or a second or higher level supervisor who has a relationship with a staff member in her/his unit), the higher level employee may not act in an evaluative capacity in relation to the other individual. Specifically, when the individual at the higher level of evaluative authority and the other individual in the relationship are parties to a personnel action as defined in this policy, the evaluative authority must recuse herself/himself from participating in that action. In this circumstance, either the individual at the higher level or her/his supervisor must report the action taken to resolve the conflict to the Chancellor or the Chancellor's designee. If the Chancellor or the Chancellor's designee should find that the actions do not adequately resolve the conflict, the Chancellor or the Chancellor's designee may require other action. For System Administration (with the exception of the Office of the Secretary of the Board of Regents and Internal Audit), the report shall be made to the President or the President's designee. For the Office of the Secretary of the Board of Regents and Internal Audit, the report shall be made to the Chair of the Board of Regents or the Chair's designee.

This policy will be reviewed on a periodic basis.

Questions concerning this policy and its interpretation should be directed to the Office of the Senior Associate Vice President and Chief Human Resources Officer.

3. Related Policies

This administrative policy statement supplements Regent Policy 2-J. Sexual Harassment as well as the Administrative Policy Statement, "Sexual Harassment Policy and Procedures."

In situations involving spouses, the Administrative Policy Statement, "Nepotism in Employment" applies.

4. History

The initial APS "University Policy on Amorous Relationships Involving Evaluative Authority" was issued on July 1, 1999. It was revised and replaced by the APS "Conflict of Interest in Cases of Amorous Relationships" on April 1, 2005.

It shall be an acceptable alternative to the procedures described in this section for the individual in the evaluative or supervisory position to recuse her/himself from exercising further direct supervision of the other party to the relationship, if this can be done within the unit without stating a reason.
Policy Title: Nepotism in Employment

APS Number: 5003

APS Functional Area: Human Resources

Brief Description: This administrative policy statement requires that procedures be developed for identifying and reporting potential conflicts of interest in employment where a supervisory relationship exists between immediate family members.

Effective: July 1, 2013

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President of Employee and Information Services

Responsible Office: Vice President of Employee and Information Services

Policy Contact: Vice President of Employee and Information Services


Last Reviewed/Updated: July 1, 2013

Applies to: All Campuses


I. INTRODUCTION

University administrators, faculty and staff shall not participate in institutional decisions involving personnel actions including appointments/hiring, termination/layoffs, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures for immediate family members.*

The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado.

II. POLICY STATEMENT

The thrust of the Regent policy is that while there is no prohibition against immediate family members working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint an immediate family member to a position within the University. The decision on the appointment must be made by someone other than the immediate family member. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits for the employee must be made by someone other than the immediate family member, even though the immediate family member may be the supervisor to whom the employee reports. The
immediate family member in the supervisory position shall recuse her or himself from all personnel actions involving the other immediate family member.

This administrative policy statement requires that procedures be developed for identifying and reporting potential conflicts of interest in employment where a supervisory relationship exists between immediate family members. Each campus is responsible for developing procedures for reporting supervisory relationships between immediate family members and taking actions to ensure that the immediate family member in the supervisory position is not involved in any personnel actions, as described above, involving the subordinate immediate family member.

* For purposes of this policy, immediate family members include spouses, domestic partners, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law, sons-in-law, and daughters-in-law, and any other person who is a member of the employee's household.

III. RELATED POLICIES

Administrative Policy Statement, "Conflict of Interest in Cases of Amorous Relationships," provides that an amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated.

Regent Policy:  https://www.cu.edu/regents/Policies/Policy10J.htm

IV. HISTORY

Revised July 1, 2013

This policy replaces the Administrative Policy Statement, Nepotism in Employment, dated July 1, 2009


https://www.cu.edu/policies/aps/hr/5003.pdf
The Ombuds Office serves the following:

- All members of the University of Colorado Denver community
- All students - full or part-time
- Staff members - full or part-time
- Faculty members - full or part-time

Note about confidentiality

The Ombuds Office will provide a safe, personal and confidential resource for all members of the UC Denver community. All students, staff, and faculty who may be experiencing difficulties of any nature may contact the Ombuds Office. The Ombuds Office will not reveal confidences and identities of the individuals who consult with this office without the expressed permission to do so.

The Ombuds Office will not keep written records. All communications with the Ombuds Office are privileged, and only the Ombuds Office can waive this privilege. The only exceptions to this policy would be those circumstances where the Ombuds Office believes there is an imminent threat of serious harm.

How to contact us

**Anschutz Medical Campus:**
Phone: 303-724-2950
Fax: 303-724-2952

**Downtown Campus:**
Phone: 303-556-4493
Fax: 303-556-8577

**E-mail addresses:**
**Anschutz Medical Campus:**
Melissa.Connell@ucdenver.edu
Lisa.Neale@ucdenver.edu

**Downtown Campus:**
Mary.Chavezrudolph@ucdenver.edu

(Note: any confidential information should be conveyed directly to the Ombudsperson, or hand delivered - not via e-mail.)

**Office hours:** Generally, appointments are available between the hours of 10am and 2pm, Monday through Friday. However, we will make every effort to accommodate your schedule. Walk-ins are welcome. Please note that if we are meeting with a visitor, our door will be locked to maintain confidentiality. If that is the case, please call us and leave a message. We will contact you within one working day.

**Locations:**
**Anschutz:** Building 500, Room C-7005
**Downtown:** CU Denver Building, Room 107P

For more information about the Ombuds Office, please visit our website: www.uchsc.edu/ombuds.

The Ombuds Office is an independent resource available to all students, faculty and staff of UC Denver to provide informal conflict resolution.

The Ombuds Office provides an alternative forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences.

The primary goal of the Ombudsperson is to assist members of the UC Denver community in attaining fair process.

**Principles of the Ombuds Office:**

- **Confidential** - the Ombudsperson will not identify anyone contacting the office, except in cases where a threat of serious harm is imminent.

- **Informal** - the Ombuds Office operates outside the formal review, appeal, or grievance process. The Ombuds Office will not maintain records for the University.

- **Neutral** - the Ombudsperson is impartial and does not take sides when hearing a problem or concern. The Ombudsperson is not a decision-maker and will not adjudicate, testify, or participate in any formal process.

- **Independent** - the Ombuds Office is independent in structure, function, and appearance to the highest degree possible within the organization.

**Services the Ombudsperson can provide:**

- facilitating
- listening
- advising
- mediating
- recommending
- coaching

**Services the Ombudsperson cannot provide:**

- accept notice of problems or policy violations on behalf of the University
- give legal advice
- make changes to policies, administrative decisions, or laws
- compel anyone to implement recommendations or policies
- formally investigate
- make binding decisions or determine rights
- provide testimony

**Training/Workshops**

An Ombudsperson is available to conduct conflict resolution seminars, team building, and personality assessments. Please call to find how our office can help improve office relationships. For more information, please contact Mary Chavez or Lisa Neale.

The Ombudsperson may help in several ways:

- facilitating
- listening
- advising
- mediating
- recommending
- coaching

**When should I contact the Ombuds Office?**

The Ombuds Office is an independent resource, which will provide informal, confidential and neutral services to members of the University community in resolving conflicts, complaints, and disputes. Contacting the Ombuds Office is a voluntary process and neither the office nor any other entity may compel a visitor to utilize its services. Some examples of the type of concerns which may be brought to the Ombuds Office include, but are not limited to, the following:

- interpersonal conflicts
- disagreement over grades
- working conditions
- disciplinary actions
- sexual harassment
- conflict resolution training
- discrimination issues
- clarification of policies or procedures

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Locations:
Anschutz: Building 500, Room C-7005
Downtown: CU Denver Building, Room 107P

For more information about the Ombuds Office, please visit our website: www.uchsc.edu/ombuds.

Welcome to the University of Colorado Denver!

Below are services available to all new Faculty and Staff. If you have any questions regarding this document, please call the UCD Information Technology Services (ITS) Help Desk at (303) 724-HELP (303-724-4357) or go to http://www.uchsc.edu/is/helpdesk for the web site.

Our department provides many computing and communications services to the campus. Our normal business hours are from 7:30am to 5:00pm Monday through Friday for the Anschutz Medical Campus and 7:30am to 4:30pm for the 9th Avenue campus. We do provide after hours support for major outages that affect campus email, Internet availability, remote access, or telephone service. To report major outages, please call the Help Desk 303-724-HELP (4357).

Help Desk: The primary mission of the Help Desk is to provide you an avenue for reporting IT problems and requesting new service. As a secondary mission, the ITS Help Desk provides you a resource for answering your general questions concerning campus computing, network data access, telephony, web services, and other IT services. Many problems can be resolved locally at the Help Desk. Other problems may result in you being routed to subject matter experts. To contact the UCDHSC Help Desk please call at extension 4-HELP or (303-724-4357).

Customer Service Center: The customer service department is the place to receive assistance with large projects as well as providing pagers and software. This office is located at our Anschutz Medical Campus in Building 500, 4th floor Room C4000 (just off the elevator to your right). Call the Help Desk number x4-HELP (x44357) for additional directions or assistance.

Telecommunications: The UCD ITS Telecommunications department handles all aspects of telephone service for UCDHSC buildings. The telecommunications department provides telephones, voice mail services, telephone services and repair, directory services. http://www.uchsc.edu/directory/directory.htm or you can use the update form in the campus directory. There is a monthly charge for telephone services and departmental approval is required. Call the Help Desk number (x4-4357) for additional directions or assistance.

Network Support: A network connection is required for all access to the campus network or the Internet. Network Services provides the campus data network, a link to the Internet, VPN connectivity and dial-up modems. If you require a network connection, either wired or wireless, or you are experiencing problems with your existing connection please contact the UCD ITS Help Desk at (303) 724-HELP (303-724-4357).

- **Remote Access** has become a critical extension of the campus network, to support a mobile workforce and national and international collaboration. Currently this service is centrally funded and free to Faculty and Staff.
  - For those with high-speed Internet access, we offer Virtual Private Networking (VPN)
    - If you require VPN access please have your Departmental Administrator of your LAN Administrator complete the request form. [http://www.uchsc.edu/is/vpn/](http://www.uchsc.edu/is/vpn/)
  - For those with telephone-only access, we offer Remote Access Services (RAS) over dial-up modems.
    - The campus has upgraded this service to 115 V.90 (56 Kbps) modems for employees.
    - If you need Remote Access please have your Departmental Administrator of your LAN Administrator complete the request form. [http://www.uchsc.edu/is/ras/](http://www.uchsc.edu/is/ras/)

Campus Computing and Computing Security

- **Domain Accounts and Their Benefits**
  - Automatic virus definition updates are available for every centrally managed computer: Windows, Macintosh, and (coming soon) Unix systems!
  - Automatic Windows Critical or Security Updates for Windows XP or 2000-based computers
  - Support for departmental LAN Administrators when necessary
  - You will need a Domain account to access all IT resources. This account should be requested by your LAN Administrator or Departmental Administrator.
• **Central File Server Accounts and Benefits:** Your data (research findings, grant proposals, letters, and other files you create) is very precious to you. Reproducing lost data might be painful, devastating, or impossible. For a nominal monthly fee, all of your data can be kept on a community file server which is backed up nightly. You will have your own private space, plus separate customizable shared space for your department, section, or team. All of this space is backed up nightly, so even if your computer AND the server crash, there is still yesterday's backup to work from. Or possibly the day before yesterday's... Network Print Servers are maintained for easy access to certain networked printers. User accounts are managed to ensure continuous access to networked resources. Server hardware and software is monitored, maintained, and upgraded as needed. To request a Central File Server Account, ask your department's Administrator or LAN Administrator to fill out this application.

• **E-mail services** are available to all authorized employees and affiliates of UCDHSC. The campus e-mail systems are based on Microsoft Exchange (server application) and Microsoft Outlook/Entourage (clients). In addition to e-mail, Outlook features a rich set of personal organization tools like a calendar that can propose meetings with other employees and reserve a meeting room, Contacts, To-Do lists, virtual “sticky” notes.
  - Also, Outlook can handle messages containing HTML, so someone can send you a "web page", complete with graphics and links that work.
  - One nice thing about learning Outlook is that most companies and universities use it, and Microsoft is winning most of the battles lately, so it's unlikely you'll have to change mail programs for many years.
  - To have an E-mail account created for you, please ask your department's Administrator or LAN Administrator.

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**Workstation Support Center (WSC): [http://www.uchsc.edu/is/workstation](http://www.uchsc.edu/is/workstation)**

- Workstation Support Center (WSC) provides industry-standard/best practice support relating to desktop & laptop computers. This includes installation, upgrades, and repair for Hardware and software issues on Windows and Macintosh computers,
- Some things that benefit the whole campus are free: Microsoft Office and McAfee VirusScan/Virex software licenses.
- Workstation Support Center is an Auxiliary which means that it is self-supporting, operating on a cost recovery basis - our operations are not paid for by the general fund. Rates are tuned every fiscal year (starting July 1).
- **To submit a request for WSC assistance or to request more information, contact the Help Desk at 303-724-4357 (4-HELP).**

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**Finance:**

- **Billing Questions:** The Finance department is where you would get answer to any billing questions or service charge inquiries. For example charges for pagers, telephones, central server accounts, installation fees, or for any other question regarding a bill to your department.
- **Long Distance Authorization code** (Personal Billing Number: Each time you place a long distance telephone call, you will be required to dial 9 + 1 Area code + Number. After you have dialed the number you will be prompted for a Long Distance Authorization code (Personal Billing Number). To obtain a Personal Billing Number (PBN) departmental approval is required and needs to be requested by your Departmental Administrator.
- **Qwest Calling Cards:** We provide Telephone calling Cards for official University business only. Calling Cards require departmental approval and need to be requested by your Departmental Administrator.

All services for the UCD ITS department can be accessed from the UCD ITS Help Desk at (303) 724-HELP (303.724.44357) or by accessing the web site at [http://www.uchsc.edu/is/helpdesk](http://www.uchsc.edu/is/helpdesk).
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.
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.

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.

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.

Continued on next page
Campus Emergency Notification System (RAVE)

- [getrave.com/login/DenverAlerts](getrave.com/login/DenverAlerts)
- 1-877-INFO-070 (1-877-463-6070)
University of Colorado Denver Drug and Alcohol Information

Standards of Conduct

UCD complies with the federal Drug Free Schools and Communities Act. The University of Colorado Denver does not allow the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

Health risks associated with the use of drugs and the abuse of alcohol

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even a low amount can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate amounts of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high amounts of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high amounts cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower amounts of alcohol will produce the effects described here.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

Drugs

For a description of the uses and effects of various drugs go to:
http://www.usdoj.gov/dea/pubs/abuse/chart.htm and

http://www.usdoj.gov/dea/concern/cocaine.html

Assistance in recognizing and dealing with the abuse of alcohol and illegal drugs

Information from the Department of Health, Alcohol and Drug Division, Licensed Treatment Programs is available at:

http://www.cdhs.state.co.us/adad/treatment.htm

Drug and Alcohol Counseling, Treatment or Rehabilitation or re-entry programs

University employees may contact Human Resources at 303-315-2700 for more information regarding available resources, programs and services.

Downtown Campus employees and students may contact the Counseling Center at 303-556-2525 or the Counseling and Family Therapy Center at 303-556-4372/North Classroom 4036, for confidential information and/or referrals.
Employees and students at the Anschutz Campus may contact the counseling network at 303-315-8159 or 720-848-9094, or their respective school student affairs offices for referral information.

Information may also be obtained by calling the National Institute on Drug Abuse Hotline at 1-800-662-HELP or the National Clearinghouse for Alcohol and Drug Information at: 1-800-729-6686.


**LEGAL SANCTIONS**

Federal - see: [http://www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm) and Appendix C below for a description of "Federal Trafficking Penalties."

**State - Drug Laws:**

State criminal statues, (which may be generally found under Titles 12 and 18 of the Colorado Revised Statues) cover the same scope of conduct as the federal laws, and although the sentences and fines are generally less severe than federal law provides, life sentences are possible for repeat offenders. The maximum penalty for the most serious single offense, (manufacture, sale, or distribution) is 16 years in prison and a $750,000.00 fine. The maximum penalty for the least serious state offense (possession or use of one ounce or less of marijuana) is a fine of $100.00. The state laws concerning driving under the influence of alcohol (see below) apply equally to driving under the influence of drugs.

Finally, local ordinances such as the Denver, Boulder, Longmont, Louisville, and Lafayette municipal codes impose a variety of penalties.

Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the State or the Federal governments. Those who are convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine and teaching.

**State - Alcohol Laws:**

State laws regulating the production, dispensation, possession, and use of alcohol may be found in Title 12 of the Colorado Revised Statutes. Perhaps the most significant aspect for UCD is the prohibition of the distribution of alcoholic beverages to any person under the age of 21, to a visibly intoxicated person, or to a known alcoholic. State laws also prohibit any form of assistance to these categories of people in obtaining alcoholic beverages. Violation of these laws is a misdemeanor punishable by fines of $1,000.00 and jail sentences of a year. However, such conduct may, in some circumstances, constitute contributing to the delinquency of a minor, and it could then be determined to be a felony offense punishable by an eight year prison sentence and a $500,000.00 fine. Secondary civil consequences for liquor law violations may include ineligibility for liquor and driver's licenses.

Criminal sanctions may also apply to those who operate motor vehicles while under the influence of alcohol and/or drugs. Under Section 42-4-1301 (1) (a), Colorado Revised Statutes, the maximum penalty for such an act is two years in jail and a $5,000.00 fine.

If a person is injured as a result of someone operating a motor vehicle while under the influence of alcohol and/or drugs, the act is a felony punishable by four years in prison and a $100,000.00 fine. If a person is killed, the sentence can be eight years in prison with a $500,000.00 fine. All such convictions also result in the revocation of driving privileges.
State law requires drivers who are stopped by the police for suspected violation of this law to submit to scientific tests which determine the amount of alcohol in their blood, and those who refuse to be tested automatically lose their driver's license. Remember, one need not be "out of control" to be "under the influence." A substantial effect on physical capability is all that is required. Chemical test results combined with the testimony of an expert toxicologist can result in a conviction even when some people may feel minimally intoxicated.

In addition, individuals may face a variety of penalties imposed by municipal ordinances.

Note: This description is intended only to give those who read it a basic, general understanding of the range of serious legal sanctions which can arise from the unlawful possession, distribution and/or use of illicit drugs and alcohol. Individuals who are concerned about specific circumstances should seek the advice of their personal attorney.

**Disciplinary sanctions for CU employees who violate drug and alcohol laws in violation of this policy**

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado through the use of alcohol or drugs. Sanctions that will be imposed by the University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees.

**Implementation**

A copy of the policy statement shall be annually distributed to all current employees and students.

**Review**

The University will conduct a biennial review of the program to determine its effectiveness and to ensure that the disciplinary sanctions described above are consistently enforced. Changes to this program will be implemented as needed.
ADDRESSING INFORMATION

The University of Colorado Denver has many locations throughout the Denver Metro area, and how your shipments are addressed is critical for timely delivery.

If you have questions, please contact MAIL SERVICES at (303) 724-0102.

Addressing tips include:

• First determine whether the piece will be shipped by the United States Postal Service (USPS) or by some other carrier.
• For deliveries that will be coming Via the USPS, use the campus MAIL STOP NUMBER and the Zip Code. This is critical with all correspondence, including magazines and subscriptions.
• For deliveries by carriers such as Federal Express, UPS or vendors who will be delivering directly to the department you must have the BUILDING NAME and ROOM NUMBER.
• When specifying a BUILDING NAME, use the information designated in the online campus directory.
• Each building on the ANSCHUTZ MEDICAL CAMPUS has its own unique BUILDING ADDRESS. You should use the correct street address when providing information to a shipper.
• The institution name should be abbreviated, i.e. UCD or UCH

ADDRESSING AT THE ANSCHUTZ MEDICAL CAMPUS

Example – Mailing & Package Addressing

Name / or Department
Campus Mail Stop _____
Bldg. Address, Rm _____
Aurora, CO 80045

Inform those mailing items to you via United States Postal Service (USPS) to NOT USE a PO BOX for the Anschutz Medical Campus.

ADDRESSING AT THE DENVER CAMPUS

Example – Mailing & Package Addressing

Name / Department
UCD Campus
Campus Box _____
Bldg. Street address, Rm _____
P.O. Box
Denver, CO 80204

ADDRESSING AT 1800 GRANT STREET

Example – Mailing & Package Addressing

Name
Department Name
Room number or Suite number
1800 Grant Street
Denver, CO 80203
When You Need More!

University of Colorado Denver Links

- Human Resources Website
  http://www.ucdenver.edu/hr/

- CU Employee Portal – UCD Access
  https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html
  - Employee Profile
  - Online Pay Advices
  - Leave Balances
  - Benefits Information
  - SkillSoft Online Training
  - Summary of Training Courses, etc

- Employee Discount Program
  http://www.ucdenver.edu/about/departments/HR/EmployeeDiscount/Pages/index.aspx

- Network
  http://www.ucdenver.edu/network
  - News Updates
  - Upcoming Events
  - Research Studies
  - Campus Announcements, etc

University of Colorado Systems Links

- Welcome to the University of Colorado Tutorial
  https://www.cu.edu/controller/welcome/

- CU Connections
  connections.cu.edu

State of Colorado Links

- Colorado Department of Personnel and Administration Human Resources
  http://www.colorado.gov/dpa/dhr/

- Colorado State Employee Assistance Program (C-SEAP)
  http://www.colorado.gov/cs/Satellite/DPA-EO/DEO/1214905946179

- State of Colorado Work Life Discount Program
  http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1213025228843

- Training Partnerships for State Employees
  http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1237196251590