

**Agenda**

1. Meeting opens
2. Director's Message – Dick Gartrell
3. Workplace Issues – Dick Gartrell / Jenna Brown
4. Training and Development Update – Sharon Gabel
5. I-9 – Sasha Robeson
6. Confidentiality and Patent Agreement – Ashley Gross
7. Record and Retention – Amy King
8. Holidays and Vacation Reporting – Amy King
9. Colorado Minimum Wage – Amy King
10. Pension Protection Act/1000 Hours – Amy King
11. Leave Reporting – Annabelle Allen
12. ECO Passes – Annabelle Allen
13. Benefits Update – Shannon Winckel
14. Emergency Ride Home – Monica Strobel
15. Student Employment Update – Joslyn Robich
16. Non-Smoking Policy – Katie Dunker
17. Race/Ethnicity/Veteran's Status for Employees – Susan Lee
18. Open Forum (Q and A)
19. Announcements
20. Meeting close

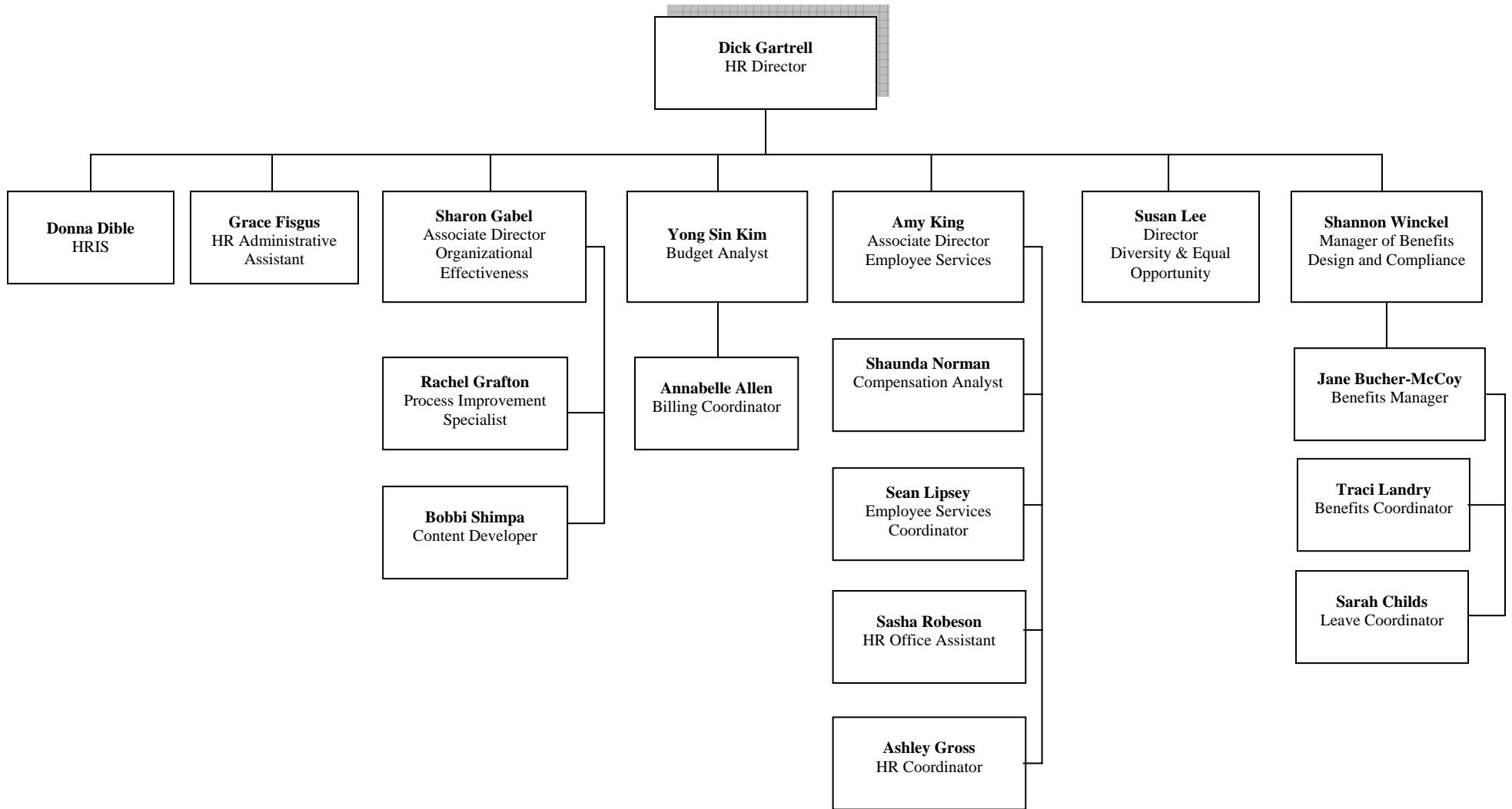
**10:00am****11:30am**

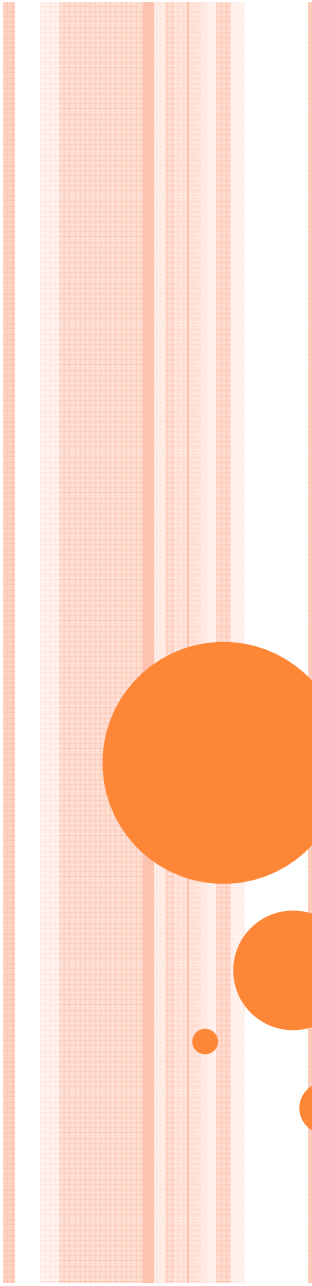
Thr, Feb. 4, 2010, 10:00am-11:30am, location TBD

Thr, May 6, 2010, 10:00am-11:30am, location TBD

# Human Resources University of Denver

8/2009





# OMBUDS OFFICE

**Confidential & informal assistance to anyone  
having problems with or within the  
University.**

**<http://www/du/edu>**



## Conflict Resolution Assistance

- Consultation
- Intervention
- Presentation
- Training

## “Smoke Detector”

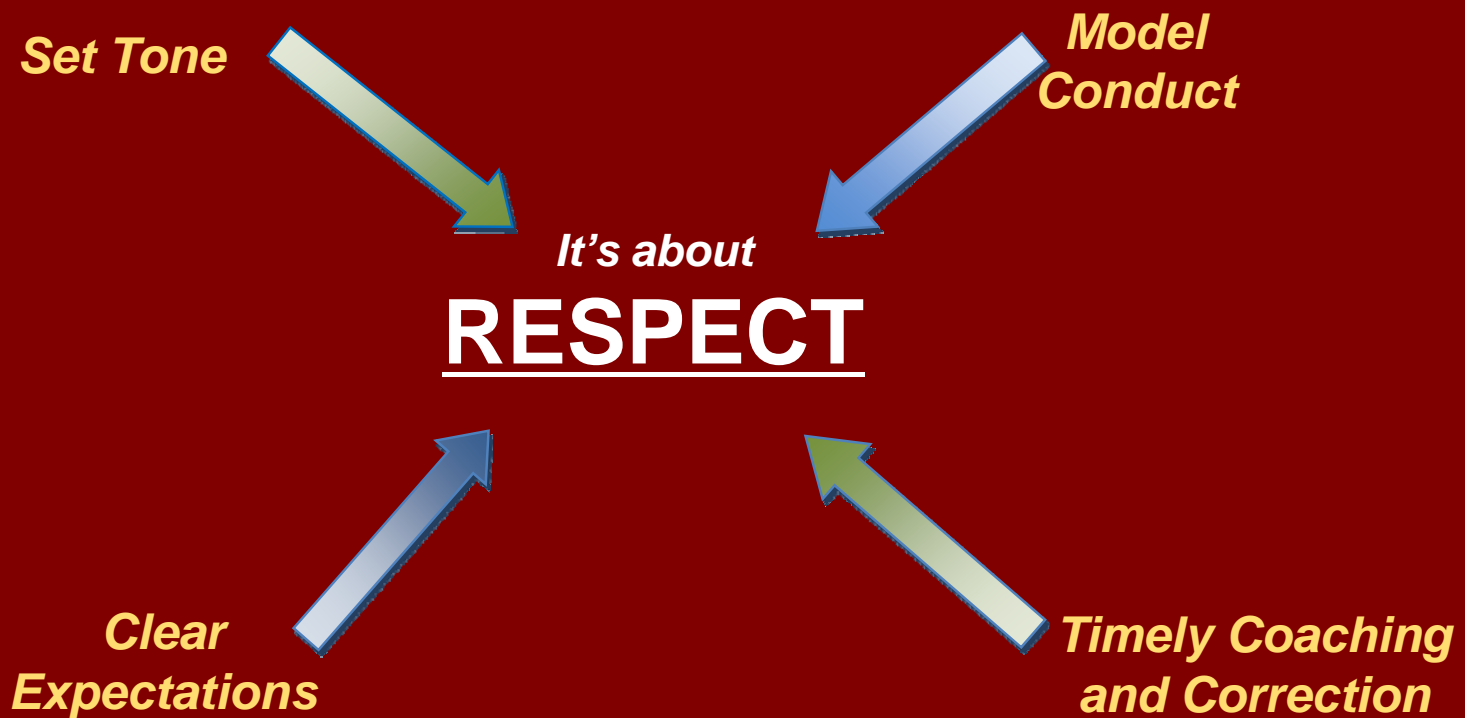
- Patterns
- Policies
  - Procedures
  - Practices



# Role of DU Managers: Fostering Respect

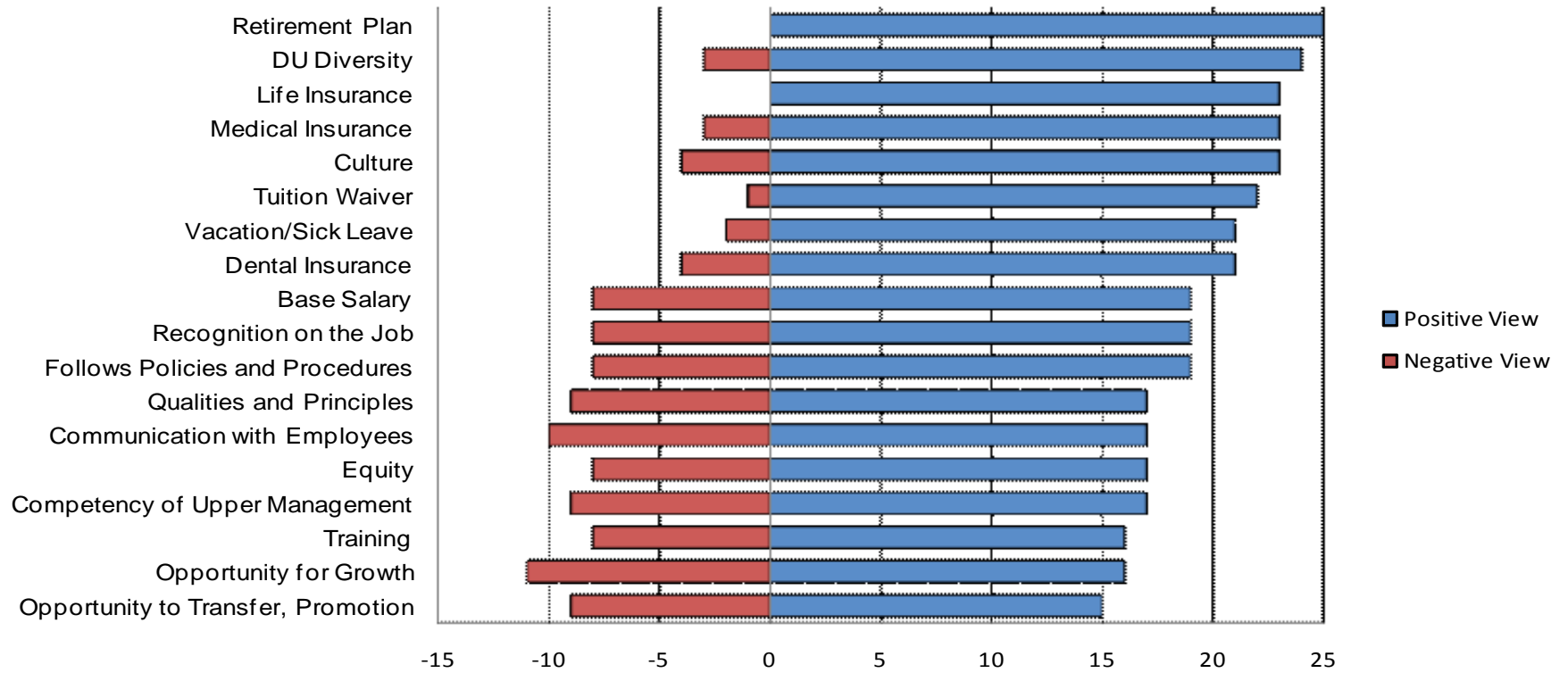
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# Exit Interview

## Conduct Interviews to Supplement Turnover Reporting



	<u>UNIVERSITY ATTRIBUTES</u>					<u>DEPARTMENTAL ATTRIBUTES</u>					<u>UNIVERSITY BENEFITS AND PAY</u>							
	DU Diversity	Culture	Competency of Upper Management	Opportunity to Transfer, Promotion	Opportunity for Growth	Follows Policies and Procedures	Training	Equity	Recognition on the Job	Communication with Employees	Qualities and Principles	Base Salary	Medical Insurance	Dental Insurance	Life Insurance	Retirement Plan	Tuition Waiver	Vacation/Sick Leave
<b>Positive View</b>	24	23	17	15	16	19	16	17	19	17	17	19	23	21	23	25	22	21
<b>Negative View</b>	3	4	9	9	11	8	8	8	8	10	9	8	3	4	0	0	1	2

# UPCOMING TRAINING EVENTS

Organizational Effectiveness, Human Resources



## NEW EMPLOYEE ORIENTATION

Wednesday, Nov. 11, 2009	10:30am – 12:30pm	University Hall, Room 306
Wednesday, Dec. 9, 2009	10:30am – 12:30pm	University Hall, Room 306

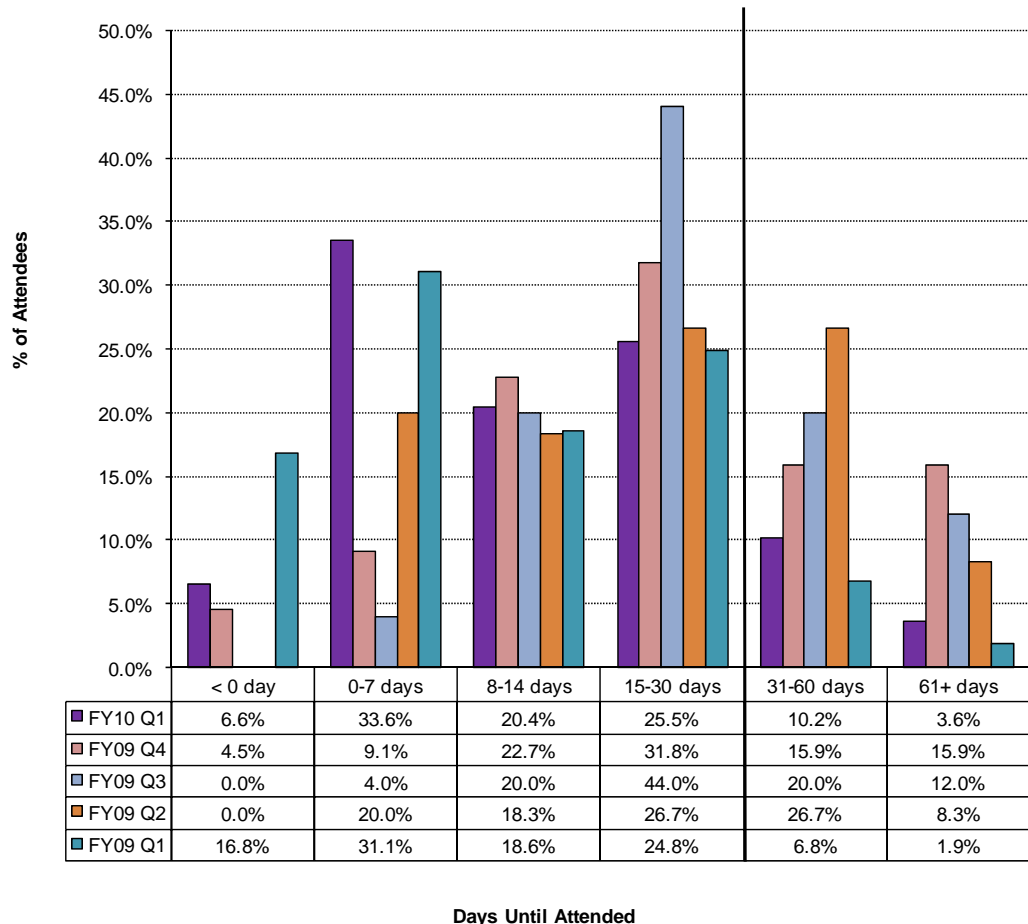
## ANNUAL LEGAL AND POLICY UPDATE

Tuesday, Dec. 1, 2009	(three	9:00am – 10:30am	All sessions: Daniels College of Business, Room 140
Tuesday, Dec. 8, 2009	sessions	11:00am – 12:30pm	
Friday, Dec. 11, 2009	all dates)	1:00pm – 2:30pm	

## HR LIAISON MEETINGS

Thursday, Feb. 4, 2010	10:00am to 11:30am	Location TBD
Thursday, May 6, 2010	10:00am to 11:30am	Location TBD

## ORIENTATION: TIME TO ATTENDANCE



# 2010 ECOPASS Application

Reset Form

Print Form



# UNIVERSITY OF DENVER

2009

Regional Transportation District (RTD) Eco Pass is an annual transit pass purchased by the University of Denver for benefited employees. The Eco Pass provides unlimited RTD Regional, Express, Local, Light Rail, Call-n-Ride and skyRide service (additional fees may apply), plus the Guaranteed Ride Home Program that provides a free taxi service in the event of an emergency or unexpected change in work schedule. The Eco Pass is valid 24 hours a day, 7 days a week, including holidays. **Complete the top section of the form on your computer, and bring it with you to the Transportation Center located at 2130 South High Street in the Evans Avenue Parking Structure (the garage entrance from High Street).**

**NO PASS SHALL BE ISSUED WITHOUT THIS FORM COMPLETED, SIGNED and YOUR DU ID.**

Date:   New Pass  Replacement Pass

DU ID Number:  Organization:

Last Name:  First Name:

### AGREEMENT:

As an active, benefited employee of the University of Denver, I acknowledge receipt of one Eco Pass sticker valid for a period from December 1, 2009 to December 31, 2010. By my signature, I agree to the conditions of the Pass that are specified below:

1) The pass is valid only while I am actively employed by the University of Denver. Should my employment with the University be terminated, I agree to surrender the Pass to the Human Resources Office (Mary Reed, 4th Flr) or the DU Transportation Center on or before the last day of employment. I also acknowledge that failure to return the pass on or before my last day of employment will result in a fee deducted from my final paycheck or billed up to \$200.00, as outlined below, based on date of separation from the University.

1st Quarter (January - March)	\$200.00	2nd Quarter (April - June)	\$150.00
3rd Quarter (July - September)	\$ 75.00	4th Quarter (October -December)	\$ 50.00

2) I understand that if my DU ID is lost or stolen and I choose to get a replacement pass, I will be charged up to \$25 (\$5 charge will apply for replacement providing a valid police report with the case number listed for the first occurrence only) and \$50 for the second. I will not be charged a replacement fee if a new DU ID is issued and am able to return my current Eco Pass. I understand that I am allowed only two (2) replacement passes in a calendar year.

Signed By \_\_\_\_\_

## TRANSPORTATION CENTER USE ONLY

Received/Processed Date:

Processed by:

### NEW ECOPASS APPLICANT:

Confirmed ID

ECOPASS #:

### FEE COLLECTION:

Amount to be collected:

Waivers (attach authorization):

AMOUNT COLLECTED:

CHECK/CASH:

Complete this section, send all cash and check received to Human Resources.

### REPLACEMENT PASSES:

Lost

1st Replacement fee \$25.00

2nd Replacement fee \$50.00

Stolen

1st Replacement with report fee \$5.00, without fee \$25.00

2nd Replacement fee \$50.00

Damaged - Attached damaged Pass

OLD ECOPASS #:

NEW ECOPASS #:


AFFIX OLD ECOPASS HERE

## HUMAN RESOURCES USE ONLY

Received/Processed Date:

## Important Dates for the Work-Study Program

<b>October 15</b>	Deadline for undergraduate students to secure Work-Study employment
<b>February 15</b>	Deadline to for Student Employee of the Year submissions
<b>January 31</b>	Deadline for students returning from study abroad to secure Work-Study employment
<b>February 15</b>	Deadline to for Student Employee of the Year submissions
<b>March 1</b>	Deadline for supervisors to complete Student Employee Performance Evaluations
<b>March 1</b>	Financial Aid priority deadline for incoming students
<b>April 1</b>	Financial Aid priority deadline for continuing students

 <p>UNIVERSITY OF DENVER</p>	<b>UNIVERSITY OF DENVER POLICY MANUAL SMOKE-FREE POLICY</b>		
<b>Responsible Department:</b> Provost <b>Recommended By:</b> Provost Gregg Kvistad, Vice Chancellor Craig Woody <b>Approved By:</b> Chancellor Bob Coombe <b>Approved by Board of Trustees:</b> May 12, 2009	<b>Policy Number</b> 3.20.050	<b>Effective Date:</b> January 1, 2010	

**PURPOSE**

In response to public health concerns related to second-hand smoke from tobacco products, it shall be the policy of the University that smoking will not be allowed in either indoor or outdoor areas of the campus.

**SCOPE**

This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus. Because of the high traffic of visitors to the University at the Newman Center for the Performing Arts and the Ritchie Center for Sports and Wellness, the University will establish designated areas outside of these venues where smoking will be permitted. These areas will be located at least 25 feet from the perimeter of these buildings.

**REQUIREMENTS**

1. The University of Denver is a 100% smoke-free campus, meaning the use of smoking products is prohibited on all university owned and operated campus grounds both indoors and outdoors.
2. The University will establish designated areas outside of The Newman Center for the Performing Arts and the Ritchie Center where smoking will be permitted. These areas will be located at least 25 feet from the perimeter of each building.
3. Smoking products include but are not limited to all cigarette products (cigarettes, bidis, kreteks, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.).
4. University-owned and operated campus grounds include but are not limited to all outdoor common and educational areas, all university buildings, fraternities and sororities, university-owned on-campus housing, campus sidewalks, campus parking lots, recreational areas, outdoor stadiums and university-owned and leased vehicles (regardless of location). This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus
5. In keeping with University policy, it is our guidance that the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university owned and operated property and at university-sponsored events.
6. It is our guidance that the sponsorship of university associations and/or university events by organizations that promote tobacco use is prohibited. Additionally, the advertisement of tobacco products on university-owned and operated property or at university events is prohibited.
7. This policy applies to all employees, students, visitors, contractors and external individuals or companies renting university-owned space on university owned and operated property campus grounds.

## On Campus Cessation Resources:

The Health & Counseling Center offers several resources to help you quit and stay quit. Our treatment plans are individualized and tailored to meet your needs and desires as you nix nicotine.

We believe in a non-judgmental & supportive approach using evidence-based practices proven to work. When you're ready to quit, the right treatment can make quitting easier than you'd expect.

### One-on-one counseling

Meet with a tobacco cessation specialist in the Health & Counseling Center to help you develop a personalized quitting plan. Referrals for prescription medication are also available through this service.

Free for all students, staff, and faculty By appointment, call 303.871.2205

### Preparing to Quit Classes

If you're thinking about quitting tobacco but not sure where to start, this introductory class may be just what you need. Basic information on quitting techniques, on-line and telephone resources, and information regarding one-on-one counseling available at the HCC will be discussed.

Free for all students, staff, faculty, partners and roommates. **MUST CALL AND REGISTER FOR CLASS IN ADVANCE** 303.871.3763

## Off Campus Cessation Resources:

- **FixNixer** — [www.fixnixer.com](http://www.fixnixer.com)  
Free, personalized online and text messaging quitting service.
- **Colorado Quitline** — [www.coquitline.org](http://www.coquitline.org) or 1.800.QUIT-NOW  
Connect with a “Quitting Coach” and other great resources.
- **Become an Ex** – [www.becomeanex.org](http://www.becomeanex.org)  
Re-learn life without cigarettes using this online tool.
- **Quit Doing It** — [www.quitdoingitlabs.com](http://www.quitdoingitlabs.com)  
An interactive site with information about tobacco use and quitting.
- **The Cigarette is Dead** — [www.thecigaretteisdead.com](http://www.thecigaretteisdead.com)  
Resources and information for students in Colorado.
- **Get-Quit** — [www.get-quit.com](http://www.get-quit.com)  
A quit plan for people using Chantix medication to quit.
- **Kaiser Permanente** — [Quit Smoking](http://www.kaiserpermanente.org/quit-smoking)  
Resources and information for adults.
- **American Cancer Society** – [www.cancer.org](http://www.cancer.org)  
Resources and information for adults.
- **Nicotine Anonymous** — [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)  
12-steps adapted from Alcoholic-Anonymous to help you to a nicotine-free life.

**[www.du.edu/smokefree](http://www.du.edu/smokefree)**

# SMOKE-FREE POLICY AT DU

[OFFICIAL POLICY](#)[FREQUENTLY ASKED QUESTIONS](#)[MESSAGE FROM CHANCELLOR  
COOMBE](#)[HEALTH & COUNSELING CENTER](#)[ON-CAMPUS CESSATION](#)[OFF-CAMPUS CESSATION](#)[QUESTIONS?](#)

## Welcome to our Smoke-Free Campus!

The University of Denver is committed to the health of our community. Beginning January 1, 2010 DU will be a 100% smoke free campus, meaning the use of smoke-producing products will not be permitted indoors or outdoors on campus property. Both the [Ritchie Center for Sports & Wellness](#) and the [Newman Center for Performing Arts](#) will have select designated areas for patrons during events.

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**:: Smoking Stops Here ::**

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**1.1.2010**