

Information Sources

– Where to Get the Information You Need

DU on the web

- **New Employee Guide**..... www.du.edu/hr/forms/employee_manual.html
The place to find information on area restaurants, parking, pay practices holiday schedules, policies and procedures. Also information on the people, programs, and places at DU.
- **webCentral** webcentral.du.edu
The place to find targeted announcements, personal calendars, email, personal employment information
- **Campus Calendars** ducal.du.edu
The place to find out about any upcoming events on campus; it gives you the ability to search campus wide or by departments, individual groups or organizations.
- **Faculty and Staff Directory** www.du.edu/Directory/servlet/DirectoryServlet
The place to search for faculty and staff by first and last name or email.
- **Department Directory** www.du.edu/az/
The place to search for different departments at DU.
- **Newsstand** www.du.edu/today/
Your source for news about DU.

DU by email

- **Student Programs Events** email-eventmgr@du.edu
A weekly e-mail coordinated by the Office of Student Programs which is sent to all undergraduate students each weekend during fall, winter, and spring quarters. This list of events includes programs ranging from educational speakers to entertaining comedians. Faculty and staff are invited to subscribe to the list. To subscribe, email eventmgr@du.edu and type "subscribe" in the subject line. Faculty and staff are invited to add events to the list.

DU in print

- **The Source** Office of Communications & Marketing
The Source is a monthly newsletter for 4,000 faculty, staff and friends of the University. The Source regularly features administrative and academic news, as well as personality profiles, and stories about faculty, staff and student achievements.
- **The Clarion** DU Student Newspaper
DU student Newspaper: also available online @ www.duclarion.com
- **Newsletters** various departments

Division of Human Resources

Please call (303) 871-7420 for assistance

Director

- ❖ **Dick Gartrell**, Director of Human Resources, (303) 871-7420
Responsibilities: strategic planning; policy/procedures; legal issues
 - **(vacant)**, Budget Analyst, (303) 871-4282
Responsibilities: HR Budget officer; analysis and reporting of HR quality measures
 - **Sara Childs**, Billing Coordinator, (303) 871-4285
Responsibilities: Benefits bill payment and reconciliation
 - **Donna Dible**, HRIS Specialist, (303) 871-7016
Responsibilities: HR data reporting from Banner; HR web maintenance; HR information systems development

Benefits

- ❖ **Shannon Winckel**, Manager of Benefits, Design and Compliance, (303) 871-4284
Responsibilities: Employee relations; compensation; grievances; investigations; performance issues & separations; compliance; benefits strategy and compliance
 - **Jane Bucher-McCoy** Benefits Manager, (303) 871-4093
Responsibilities: Retirement plans, retiree services, insurance enrollment and counseling
 - **Traci Landry**, Benefits Coordinator, (303) 871-4287
Responsibilities: Benefit enrollment, insurance enrollment and counseling; tuition waivers
 - **Annabelle Allen**, Leave Coordinator, (303) 871-3501
Responsibilities: Process leaves; leave briefing; FMLA; process replacement pools; process vacation/sick adjustments; COBRA

Employee Services

- ❖ **Amy King**, Associate Director for Employee Services, (303) 871-7511
Responsibilities: Employee relations; compensation; recruitment; grievances; performance management
 - **Sean**, Employment Services Coordinator (303) 871-4140
Responsibilities: Managing PeopleAdmin application system; advertising; job postings; exit interviews; assisting hiring managers in interview and selection process, background checks
 - **Shaunda Norman**, Employee Services Specialist, Compensation, (303) 871-2398
Responsibilities: Position transaction paperwork in Banner, review job descriptions for appropriate classification and exempt status
 - **Ashley Gross**, Human Resources Coordinator, (303) 871-3502
Responsibilities: Process unemployment; employment and separation transaction paperwork in Banner, personnel files
 - **Sasha Robeson**, Receptionist, (303) 871-7420
Responsibilities: Receptionist; general office; I-9s; affirmation statements, e-verify

Organizational Effectiveness

- ❖ **Sharon Gabel**, Associate HR Director for Organizational Effectiveness, (303) 871-3103
Responsibilities: Identification, design, implementation and evaluation of organizational effectiveness programs; professional and management development; performance consulting; new employee orientation
 - **Bobbi Shimpa**, Content Developer, Organizational Effectiveness, (303) 871-2537
Responsibilities: Development, revision and maintenance of training and performance support materials
 - **Rachel Grafton**, Process Improvement Specialist, (303) 871-3307
Responsibilities: Provides business process improvement support for business application and performance improvement initiatives; supports Organizational Effectiveness initiatives through the analysis, design, and implementation of business process improvement projects and online business processes across the Division.

Ombuds

www.du.edu/ombuds

The Ombuds at the University of Denver provides **confidential and informal assistance** to faculty, staff and students, who are having problems with or within the University.

Contact the Ombuds at:

Tel: (303) 871-4712

Email: ombuds@du.edu

Office of Diversity and Equal Opportunity (DEO)

www.du.edu/deo

The primary purpose of the Office of Diversity and Equal Opportunity is to enforce the Equal Opportunity/Sexual Harassment Policy and Procedures adopted by the University. To that end, the Office responds to complaints that seek formal action in resolution of the alleged incidents of discrimination, harassment or retaliation in violation of Title VII and Title IX of the 1964 Civil Rights Act.

Contact the Director of DEO at:

2199 S. University Blvd, Room 221

Denver, CO 80208

Tel: (303) 871-7436

DU Health

www.du.edu/duhealth

DU Health is comprised of three units: the Counseling Center, Health Center and Health Promotion. Each unit is dedicated to providing the DU community with resources for physical and mental health.

Contact DU Health at:

2240 E. Buechel Blvd.

Denver, CO 80208

UNIVERSITY EMPLOYEE ASSISTANCE PROGRAM (EAP)

www.du.edu/duhealth/counselingcenter/services/eap.html

The University Employee Assistance Program (EAP) is a confidential resource for faculty, administrators and staff. The goal of the EAP is to minimize the effects of personal stresses on both a person's life and his or her work. To reach the Employee Assistance Program, call (303) 871-3511.

DU SafeRide Program

www.du.edu/campus-safety/saferide.htm

The DU SafeRide Program provides a daily, dedicated, van escort service during the late evening and early morning hours for any DU affiliated person(s) with a DU Pioneer ID Card. The program does not operate between quarter breaks or over the summer quarter.

For information about routes and schedule,
visit their website at www.du.edu/campus-safety/saferide.htm

Resource Guide

Emergencies

Campus Safety	www.du.edu/campus-safety ; ext. 12334
• Emergencies	911, then ext. 13000
Injuries on the Job (Workers Compensation)	www.du.edu/risk ; ext. 12354

Technology

University Technology Services	www.du.edu/uts ; ext. 14777
• Help Desk (<i>email / web support</i>)	www.du.edu/uts/helpdesk ; ext. 14700
• IT Training	www.du.edu/uts/training ; ext. 13690
webCentral	webcentral.du.edu
Web Work	www.du.edu/webwork

Academic

Center for Teaching and Learning	www.du.edu/ctl ; ext. 12763
Office of Assessment ..	www.du.edu/assessment ; ext. 13474
The Center for Academic and Career Development ..	www.du.edu/thecenter ; ext. 12455
Office of Citizenship and Community Standards	www.du.edu/ccs ; ext. 14851
(<i>DU Honor code / Code of student conduct</i>)	
Office of the Registrar	www.du.edu/registrar ; ext. 12284
Undergraduate Studies	www.du.edu/directory/stulife.html
Graduate Studies	www.du.edu/grad ; ext. 12831