
Annual Legal and Policy Update

2008

Welcome

- Please sign in
- Enjoy refreshments
- Review handouts
- We will begin shortly

Today's Agenda

- Legal Responsibilities of DU Managers
- What's New / Trends / Forecasts
 - University Counsel
 - Environmental Health & Safety
 - Risk Management
 - Campus Safety
 - University Business Services
 - University Technology Services
 - Diversity and Equal Opportunity
 - Human Resources
- Open Q and A

Legal Responsibilities of DU Managers

- Dual responsibility:
 - Know and follow laws and policies
 - Web: www.du.edu/policies
 - Ensure that others follow laws and policies
- Understand:
 - Your level of authority, and...
 - Limits to your authority

What's New: University Counsel

- Privacy Issues
 - Protection of Personal Information
 - FERPA
- Export Control Laws
- Electronic Discovery
- Reminders:
 - Contract Review Guidelines
 - Manager responsibilities
 - Sole-source government contracts

What's New: Environmental Health and Safety

- EHS is a stand-alone department reporting to Business and Financial Affairs
 - Hazard assessments/safety audits
 - Hazardous waste
 - University/government liaison
 - Training
 - Ergonomics
- University Sustainability Council
 - 3000 new blue bins
 - Battery and cell phone recycling

Websites: www.du.edu/ehs
www.du.edu/green



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What's New: Risk Management

- **Insurance**

- International SOS for international travel
- Defensive driving required of all drivers
- Workers' Compensation



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- **Critical Incident Management Plan (CIMP)**

- Crisis communications
- duContinuity for business continuity planning

- **Risk Assessments**

- Events, academic programs, travel, internships

What's New: Campus Safety

- **Violence on campus:**

- Policy and procedure review
- Active shooter presentation:
CD and online



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- **Locks installed on classroom doors**
- **Critical Incident Notification System (CINS)**

What's New: University Business Services

- **Cell Phone Policy and IRS Regulations**
- **Required Higher Level Approver:** This signature (by a Department Head, a Budget Officer, a Dean or their designee) verifies expenditure appropriateness
- **Gift Card or Gift Certificate Purchases**
 - Must report as income to an employee and may be financial aid for a student
 - None on Purchasing Cards
- **Terms and Conditions: Purchase Order vs. a Separate Contract**



What's New: University Technology Services

- **Continuous Security Requirements**
 - Network Access Control
 - Spam Control
 - Personally Identifiable Information
 - Peer-to-Peer
- **Centralization and Non-Duplication of University Data**
 - Local Data Security
 - Data Backup Plans from Server Administrators
- **Personal Computer Security**
- **Website**



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What's New: Diversity and Equal Opportunity

- **New**

- Affirmative Action Programs
- Enactment of Americans with Disabilities Action Amendments Act (2008)

- **Trends**

- Religious Accommodations
- Age Discrimination
- Retaliation



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What's New: Human Resources

- **New Legislation**

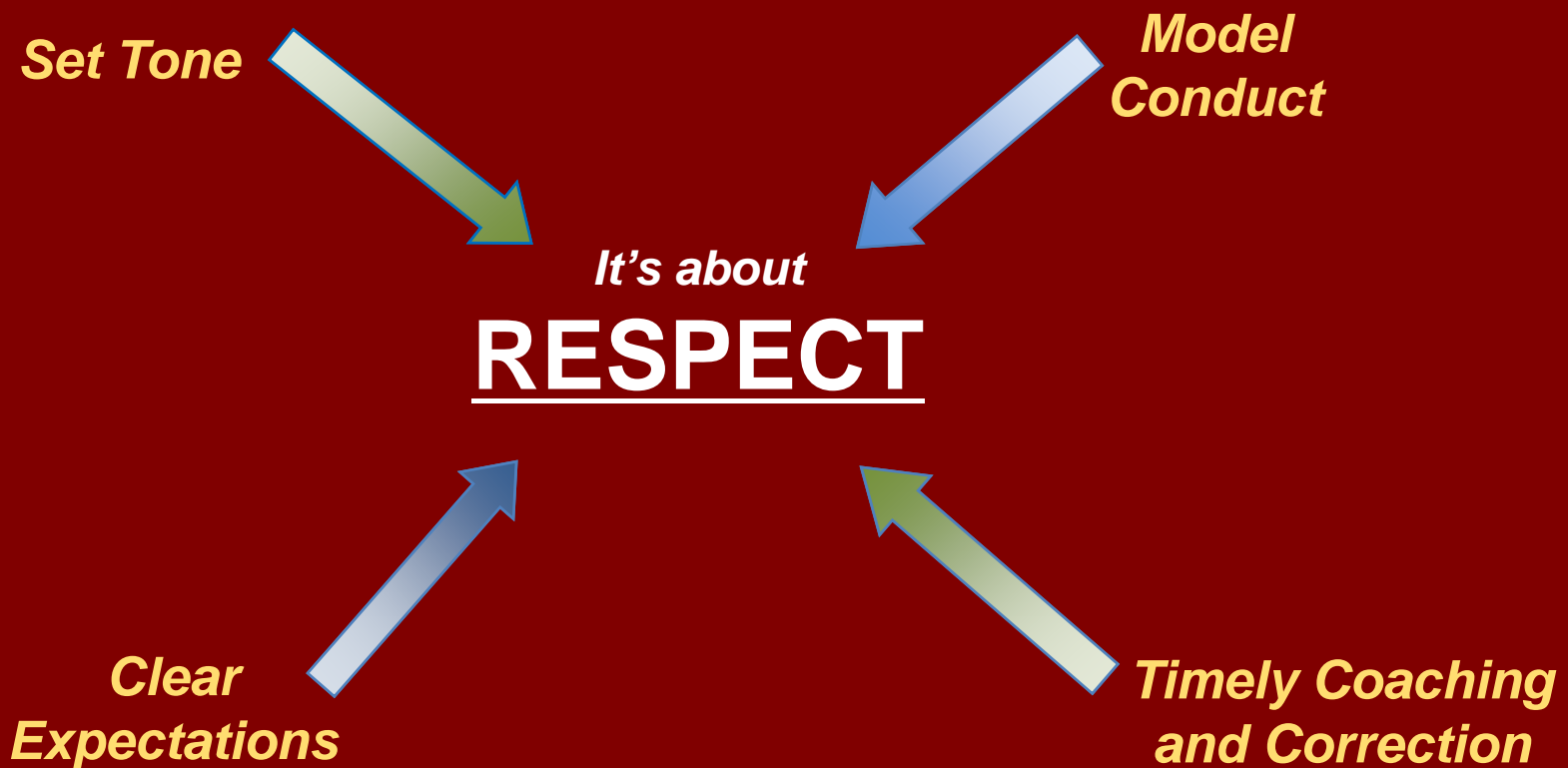
- Wage Transparency Act
- Workplace Accommodations for Nursing Mothers Act
- Colorado Minimum Wage
- Genetic Information Nondiscrimination Act of 2008 (GINA)
- Family Medical Leave Act (FMLA)

- **Non-benefitted: 1,000 hours per year maximum**

- **Separation process**



Role of DU Managers: Fostering Respect



Questions and Discussion

Thank You!

Please turn in your evaluations at the door,
THANK YOU...

Checkpoint: How did we do?

