2013
ANNUAL LEGAL, POLICY
AND WORKPLACE UPDATE
Legal and Development Series

• Workplace Law for New DU Employees
  – Critical information

• Annual Legal and Policy Update

• Workplace Matters
  – Supervisor Core Competencies
  – Variety of workshops related to supervisory skills
EMPLOYMENT LAWS AND LEGAL CONSIDERATIONS
Legal Responsibilities of Managers

• Know the DU Policies
• University policies reflect law and additional DU requirements
Hiring Laws and Policies

Prior to begin working at the University, new employees must:

– successfully pass a background check
– hold an active job in Banner
– complete the Form I-9 either before or on their first day of work with Human Resources
Discrimination and Harassment Policy

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the academic mission of the University.

Prohibited Conduct

• Discrimination
• Harassment
• Sexual Harassment
• Non-consensual Sexual Contact
• Sexual Exploitation
• Domestic Violence
• Stalking
• Retaliation
• Groundless and Malicious Complaints

http://www.du.edu/equalopportunity/policies/equalopportunity/prohibited_conduct.html
Workplace Violence

• Listen when an employee has a concern
• Pay attention to conflict and intervene early
• When in doubt, call Human Resources
Violence Against Women Reauthorization Act

• Effective March, 2014
  – Reporting domestic violence, dating violence, and stalking, beyond crime categories that the Clery Act already mandates
  – Adopting certain student discipline procedures, including notification of victim’s options for assistance and right to seek no-contact orders
  – Providing primary prevention and awareness programs
Religious Accommodation Policy

• Applies to faculty, staff and students
• Office of Religious & Spiritual Life
  – Comprehensive interfaith calendar
  – Holy Days with restrictions/obligations

http://www.du.edu/studentlife/religiouslife/
Consult Human Resources When...

- Counseling employees related to performance concerns
- Considering employment termination
- Potential FMLA and ADA issues and considerations
- Facing interpersonal/department conflict
CAMPUS AND WORKPLACE SAFETY
Crime Prevention

Theft on Campus

*Number of thefts reported as of October 23, 2013
Ensuring a Safe Campus

• Report violence on campus
  – 303-871-300
• Anonymously report a crime
  – 303-871-3130
• Foot escorts
  – 303-871-2334
• Heads up pedestrian safety
Preparedness on Campus

• Office of Emergency Preparedness
  – http://www.du.edu/emergency

• What To Do When
  – 10 emergency procedures
  – Active shooter video
  – Campus violence videos
DU Alert
How DU Communicates in an Emergency

Sign up for emergency notifications on your mobile device!
PURCHASING AND CONTRACTS
Approval Process

• Plan ahead
• Purchase orders and reimbursement requests
• Contracts for goods and services

Applicable Policies
Propriety of Expense
Contract Review Process Policies and Procedures
Contract Review Process

• Purchase for 3rd party goods or services
• Purchase requiring a separate contract

Applicable Policies
Limits of Authority
Contract Review Process Policies and Procedures
Payment Process

• Supporting Information:
  – Requisitions
  – Invoices
  – Direct pay

Applicable Policies
Allowable Business Expenditures
Purchasing Card

- Theft and fraud prevention
- Timely submission of receipts
- Program training available
LIABILITY AND RECORD RETENTION
DU Risk and Compliance

• Risk Assessment
• Compliance Liaisons
University Records

• Revised Records Retention Schedule
• Records Liaison

Applicable Policies
Records Management
Litigation Hold Policy
Central Business Files Policy
TECHNOLOGY SUPPORT AND SECURITY
Technology Support

• UTS Help Center
  Email: support@du.edu
  Web: http://support.du.edu
  Phone: 303-871-4700
  Walk-in

• Software Licensing

• Wireless Upgrades (Guest and EduRoam)
Security Update

• Technology Purchasing Policy
• Technology Application Proposal Process
  – Application link
Security Update

• Send suspicious emails to: is-spam@du.edu
• Secure computing

*UTS will never ask for your password*

**Applicable Policies**
DU Computer and Network Acceptable Use Policy
Privacy Policy, Confidentiality Statement, FERPA, HIPAA
STUDENT BEHAVIOR AND WELLBEING UPDATE
Student Wellbeing Status

- 33% “Too depressed to function”
- 7% Admit to suicidal ideation in past year
- 17% Admit to 3 or more episodes of binge drinking in past two weeks
- 124 transports to detox last academic year
- 25 transports to detox in September
- 42 students received support from C.A.P.E in Winter and Spring quarter
DU’s Actions

- Required online workshop
- DU Alcohol Coalition
- Provost’s conference
- “Bystander Intervention” training
- Ongoing education/prevention campaigns
- Faculty & staff training on “Supporting Students in Distress”
Faculty and Staff Role

• Don’t ignore a student who appears to be in distress

• Refer students to:
  – Health and Counseling Center
  – C.A.P.E
  – Student Outreach and Support: Pioneers CARE
  – Title IX Coordinator

• Report a concern or misconduct

• Host a Supporting Students in Distress Training
What is C.A.P.E?

• C.A.P.E stands for Center for Advocacy, Prevention, & Empowerment

• C.A.P.E Helpline  
  – 303-871-3456

Resources
  RAGE – Name-change underway  
  Men as Allies program  
  Bystander Intervention Training
What is Pioneers CARE?

• CARE stands for Communicate, Assess, Refer, Educate

• An outreach program that helps find solutions for students experiencing academic, social and crisis situations including mental health concerns.
Pioneers CARE Administrators

Pioneers CARE Undergraduate Administrator
Michael Johnson, Director of Student Outreach & Support

Pioneers CARE Graduate Administrator
Molly Hooker, Director of Graduate Student Services

http://www.du.edu/studentlife/studentsupport/pioneers_care/
Pioneers CARE Referral

• Submit an online form at: http://carereport.du.edu

• Report life threatening emergencies
  – Campus Safety ext. 1300 and 9-1-1

• Consult with a Pioneers CARE member
  – Call 303-871-2400
CARE Team

• Gather relevant information
• Reach out to student
• Develop a plan of action
The Red Folder

- Pioneers CARE program tool
- Assist with recognizing signs of distress
- Overview of DU student support offices
- Information about applicable privacy laws
Student Bereavement Policy

- New as of fall 2013
- Student to notify Associate Provost’s office
- Notice to faculty
- Grievance/appeal process

Policy
- Students will be excused from class for funeral leave in the event of the death of a member of the student’s immediate family or household for up to three work days for an in-state funeral and five work days for out-of-state.
Title IX Policy and Reporting

• Faculty and Staff Obligations
  – Refer to Title IX Coordinator
  – Office of Equal Opportunity

• Privacy vs. Confidentiality
  – Limited number of DU employee
  – Report is private
Student Misconduct Reporting

• Policy violations
  – http://incidentreport.du.edu

• Student-Related Policy Resources
THANK YOU...

QUESTIONS?

CAMPUS RESOURCES AND CONTACT INFORMATION

AIMEE.NEU@DU.EDU