



UNIVERSITY *of*
DENVER

Employee Handbook

**A Guide for
Employees**

Revised May 2013

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IMPORTANT NOTICE & INTRODUCTION STATEMENTS

IMPORTANT NOTICE

The material posted on the University of Denver web site and in this Handbook is intended to provide general information and summarize various University policies, procedures, expectations and employee benefits.

THIS MATERIAL AND ALL POLICIES, MANUALS, OR OTHER INFORMATION POSTED ON ANY UNIVERSITY OF DENVER WEB SITE DOES NOT CREATE A CONTRACT, EXPRESS OR IMPLIED, BETWEEN THE UNIVERSITY OF DENVER AND ANY EMPLOYEE.

Except for the at-will provision, the University may change any information that is posted on any of its web sites from time to time without prior notice. The University may deviate from the guidelines or any policy set forth on any University web site as individual circumstances warrant and without prior notice.

Employment at DU is at will, meaning that the employee or DU may terminate the employment relationship at any time, for any or no reason, with or without advance notice.

Except as may be provided in a written contract signed by an authorized representative of the University, no employee has a guarantee or promise of employment with the University for any specific period of time. Further, no one has authority to make an agreement with any employee of the University concerning such employee's length of employment except in writing.

Some of the material in this handbook applies only to appointed employees and will be so noted. Additionally, for members of the faculty, the Faculty Personnel Guidelines relating to Appointment, Promotion, and Tenure (APT) supersedes the Handbook for matters addressed in the APT. For union members, the union contract agreement supersedes the Handbook for matters addressed in the union contract. For all other matters not addressed specifically in the APT and the union contract, this Handbook covers members of the faculty and union members.

(November 2011)

WELCOME TO THE UNIVERSITY OF DENVER

Welcome to the University of Denver. We hope your association with DU will be as enjoyable as it is productive. We appreciate your assistance in building a respectful, inclusive work environment that is welcoming to all employees, students and visitors.

We have prepared this handbook to provide information about our workplace. As in any community, there are guidelines that govern how we work together and help us carry out our common mission. This handbook represents a brief summary of some, but not all, of those guidelines. For a listing of university policies, see <http://www.du.edu/policies/>. Note that there may also be department specific policies and procedures that should be identified in your division or administrative unit.

A BRIEF HISTORY OF THE UNIVERSITY OF DENVER

In 1864, just three years after the Colorado Territory was incorporated by an act of Congress and 12 years before Colorado became a state, the Colorado Seminary opened its doors to its first students. At the time, Denver was just a frontier town of 3,500 inhabitants, an outpost with few cultural and educational resources. In the years since then, the city and the institution have grown together and have influenced each other in countless ways.

John Evans, the second governor of the Colorado Territory and a longtime proponent of public schools and higher education founded the University. Before moving to Colorado, Evans had gained fame in Indiana and Illinois as a medical doctor, railroad pioneer and philanthropist. In Illinois, he was instrumental in the founding of Northwestern University. The town of Evanston, Illinois, was named in his honor, as was Mount Evans, west of Denver.

In Colorado, Evans and a host of other pioneer settlers championed the development of the railroads and the foundation of an education infrastructure, of which the Colorado Seminary was a part. In 1880, the University of Denver was established as the degree-granting corporation of Colorado Seminary. Colorado Seminary is the entity that owns and operates the University of Denver.

UNIVERSITY OF DENVER VISION, VALUES MISSION AND GOALS

Revised Fall 2007

Vision:

The University of Denver will be a great private university dedicated to the public good.

Values:

In all that we do, we strive for excellence, innovation, engagement, integrity, and inclusiveness.

Mission:

The mission of the University of Denver is to promote learning by engaging with students in advancing scholarly inquiry, cultivating critical and creative thought, and generating knowledge. Our active partnerships with local and global communities contribute to a sustainable common good.

Goals:

Community - We will create a diverse, ethical, and intellectually vibrant campus community to provide a challenging and liberating learning environment.

Learning - We will provide an outstanding educational experience that empowers students to integrate and apply knowledge from across the disciplines and imagine new possibilities for themselves, their communities, and the world.

Scholarship – We will invigorate research and scholarship across the university to address important scientific, sociopolitical, and cultural questions of the new century.

EMPLOYMENT PRACTICES

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

The University is committed to affirmative action and equal opportunity.

University policy prohibits discrimination or harassment against students, applicants, employees, or participants in University activities on the basis of race, color, national origin, age 40 and older, religion, disability, genetic background, sex, sexual orientation, gender identity, gender expression, marital status, or veteran status. Additionally the University complies with all applicable federal, state and local laws prohibiting discrimination and harassment. Discrimination or harassment in violation of University policy or law will lead to severe sanctions against the actor up to and including termination.

(See also Sexual Harassment)

University policy prohibits retaliation against any student, faculty, or staff for filing or responding to a complaint of discrimination or harassment; appearing as a witness or participating in the investigation of a complaint; or reporting a concern about or opposing discrimination or harassment.

The University provides reasonable disability accommodations as requested by students, applicants, employees, and program. See, "Accommodations for Disability."

The University provides reasonable accommodations for the religious of our students and employees. See, "Religious Accommodation"

For information about addressing discrimination, harassment or retaliation, see below, "Complaints of Discrimination, Harassment or Retaliation."

Religious Accommodation

The University of Denver community is enriched by individuals of many faiths that have various religious observances, practices and beliefs. In affirming this diversity, it is university policy and practice to provide religious accommodations for students and employees unless the accommodation would create an undue hardship.

Many of these religious observances are related to holy days, or days of observance. Faculty, staff, student organizations and other programming groups are strongly urged to be mindful of major holy days in their scheduling. A list of the most-frequently observed religious holidays can be found at: www.du.edu/religiouslife/accommodation/observance. Please note that this list is not meant to be inclusive, and that religious holidays have no official status at DU.

Students:

University policy grants students excused absences from class or other organized activities for observance of religious holy days, unless the accommodation would create an undue hardship. Faculty are asked to be responsive to requests when students contact them in advance to request such an excused absence. Students are responsible for completing assignments given during their absence, but should be given an opportunity to make up work missed because of religious observance.

Once a student has registered for a class, the student is expected to examine the course syllabus for potential conflicts with holy days and to notify the instructor by the end of the first week of classes of any conflicts that may require an absence (including any required additional preparation/travel time). The student is also expected to remind the faculty member in advance of the missed class, and to make arrangements in advance (with the faculty member) to make up any missed work or in-class material within a reasonable amount of time.

Examples of reasonable accommodations for student absences might include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed classwork or arranging for an increased flexibility in assignment due dates; releasing a graduate assistant from teaching or research responsibilities, etc. The student must be given the opportunity to do appropriate make-up work that is equivalent and intrinsically no more difficult than the original exam or assignment.

Faculty should keep in mind that religion is a deeply personal and private matter and should make every attempt to respect the privacy of the student when making accommodations (for example, it is not appropriate to announce to the class that a student is doing a presentation or making up an exam at a later date because of their religious observance).

If a student and course instructor cannot agree on an accommodation, the student may bring the matter to the Department Chair for a decision. Additional resources in resolving disagreements over accommodations include the University Chaplain, the Center for Multicultural Excellence, and the Office of Diversity and Equal Opportunity. If there is still no agreement, the student may bring the matter to the school or college dean's office, where a final decision will be made. Students who believe they have been discriminated against on the basis of religion by the denial of a requested religious accommodation may contact the Office of Diversity and Equal Opportunity to learn about filing a discrimination complaint.

Staff:

Staff members must notify their supervisor for permission to take time off no less than one week in advance of their desire to observe a religious holiday. This time may, at the option of the employee, be taken off without pay, or charged to the vacation accumulation, or with the supervisor's permission, be made up through an alternative work schedule. It is expected that the time off be granted by the supervisor, unless such accommodation would create an undue hardship.

In those cases where a request for a religious accommodation is denied a staff person by the supervisor, the staff member may pursue a grievance under the grievance process outlined in the *Employee Handbook*. Additional resources in resolving disagreements over accommodations include the University Chaplain, the Center for Multicultural Excellence, Human Resources, and the Office of Diversity and Equal Opportunity.

Employees who believe they have been discriminated against on the basis of religion by the denial of a requested religious accommodation may contact the Office of Diversity and Equal Opportunity to learn about filing a discrimination complaint.

Faculty:

Faculty should notify their department chair (or otherwise appropriate person within their department) of any such absences that will occur as a result of this policy and explain alternative accommodations that will be made for missing a class (such as holding a makeup class, a guest speaker, etc.) If a faculty member's request for a religious accommodation is denied by the department head, the faculty member may appeal the decision to the dean and ultimately to the Provost.

Employees who believe they have been discriminated against on the basis of religion by the denial of a requested religious accommodation may contact the Office Equal Opportunity/ADA Compliance to learn about filing a discrimination complaint.

DISABILITY ACCOMMODATION

The University provides reasonable accommodations to the known disabilities of otherwise qualified students, applicants, participants in University activities and employees. It is the responsibility of the person with a disability to make a timely accommodation request. The request can be made directly to the provider (supervisor, program director, etc.) or the person with a disability can seek assistance. Students should contact the Disability Services Programs at 303-871-2455. Employees or applicants for employment, and participants in University activities (including students at the Fisher Early Learning Center or the Ricks Center) should contact the Director of Equal Opportunity / ADA Compliance at 303-871-7436.

University employees who are uncertain about how to respond to an accommodation request may also contact the above resources for consultation and assistance with the provision of reasonable accommodations.

AGE REQUIREMENTS

An individual must be at least 16 years of age to work at the University of Denver.

BACKGROUND CHECK POLICIES AND PROCEDURES

All employees and all volunteers must have a background check completed prior to a job or volunteer opportunity being offered. Current employees and volunteers must immediately disclose to Human Resources any criminal or felony convictions that occur during the course of employment or volunteering. If unreported convictions are revealed in a criminal history check or otherwise discovered, an offer of employment may be withdrawn and, if employed, the employee may be separated from employment, unless the individual shows that the report is in error. The decision to reject or terminate an individual with an unreported conviction is solely at the discretion of the University.

EMPLOYMENT STATUS DEFINITIONS

The University defines exempt and non-exempt employees in accordance with the provisions of the Fair Labor Standards Act (FLSA), and otherwise is subject to the requirements of the FLSA. "Exempt" employees are not eligible for overtime pay. "Non-exempt" employees receive overtime pay in accordance with the Overtime policy.

PAY FOR EXEMPT EMPLOYEES

Exempt employees are paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The University is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

Appointed and Non-Appointed Status

Appointed employees are defined under Benefits Eligibility Criteria.

Non-appointed employees may not exceed 1000 hours in a rolling 12-month period. If a non-benefited employee works 1000 hours in a rolling 12-month period, they must either be separated from the University or appropriate action must be taken to place them in an open benefited position. Contact Human Resources at x1-7420 if you have non-benefited employees approaching 1000 hours.

ORIENTATION PERIOD

For all new and rehired employees, there is an orientation period of 90 calendar days, at the end of which their performance will be evaluated. As is true at all times during an employee's employment with the University, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, including prior to the completion of the orientation period.

POSTING PERIODS

Vacant non-exempt positions should be posted for five (5) working days, while vacant exempt positions are posted for ten (10) working days. Exceptions to the posting requirements may be requested in writing to Human Resources in advance of any action. These will be granted only if unique circumstances warrant.

Positions should be posted on the on-line recruiting website at www.dujobs.org.

Persons interested in applying for open positions must follow the required posted directions within the on-line recruiting website prior to the closing date.

PROMOTIONS/TRANSFERS

Promotions from within the University are strongly encouraged. Employees must successfully complete a 90-day orientation period prior to transferring into another position on campus. Employees' level of performance in their current position must be at a satisfactory level to be considered for promotion or transfer.

PAY PRACTICES

GETTING ON THE PAYROLL

Paychecks for nonexempt employees are issued every other Friday, for the two (2) week period ending the previous Sunday. Exempt employees are paid on the first of the month, covering days worked during the previous month.

DU is authorized to make deductions from employees' paychecks in accordance with the Colorado Wage Act, which will include employee theft, indebtedness, equipment sabotage, failure to surrender DU property, etc.

EMPLOYMENT ELIGIBILITY

I-9'S

As mandated by the Immigration Reform and Control Act of November 6, 1986, the University administration is required to verify the identity and work eligibility of all employees (both temporary and permanent). Departments must properly complete the I-9 form within three (3) working days of the start of employment, check the appropriate documents establishing the new employee's identity and eligibility to work, attach a copy of the document(s) to the I-9 form, and submit to Human Resources. For assistance in completing this form, contact the Office of Human Resources, at x17420.

Affirmation Statement

As mandated by Colorado law (C.R.S. § 8-2-122), the University is required to take additional steps in verifying work authorization for all new hires. In addition to completing an I-9 on each new employee, an [Affirmation Statement](#) and attached appropriate documentation must be submitted within three (3) working days of the start of employment to Human Resources. For assistance in completing this form, contact the Office of Human Resources at x17420.

E-Verify

Executive Order 12989 requires all federal contractors, including colleges and universities to utilize an electronic verification system designated by the Department of Homeland Security (DHS) to verify the employment eligibility of their workforces. E-Verify does not replace the requirement of employers to complete an I-9 form for all new employees within three days of hire. The E-Verify system requires that (a) the I-9 form be completed first, and retained according to specific rules, and (b) the information from the I-9 form be entered into the E-Verify system to confirm the person's identity and employment eligibility.

JOB CLASSIFICATIONS

Full time Employee - those whose standard work week is 35 hours per week or more.

Part time Employee - those who work at least 20 hours per week, but less than 35 hours per week.

Temporary Non-Benefited Employee - an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees may not work in excess of 1000 hours over a one (1) year period.

Exempt Employee - an employee who is not eligible for overtime pay. Exempt employees are paid monthly.

Non-exempt Employee - Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 12 hours per day and/or 40 hours per workweek. Non-benefited employees are paid bi-weekly.

Union employees - are classified as outlined in Article 19 of the Union contract Local 1572, State Council, Number 76 of the American Federation of State, County and Municipal Employees (AFL-CIO).

PERFORMANCE EVALUATIONS

The University of Denver expects each employee to perform the duties of his/her position at the highest level of performance possible. Employees typically have their performance evaluated periodically to document their performance and provide feedback. The value of performing and documenting a performance evaluation goes beyond the use of the evaluation for salary determination processes, and includes fostering the professional development of employees, providing clarification of job expectations, raising employee morale, documenting and correcting performance problems, assessing employees for promotional opportunities, and reviewing individual levels of performance in comparison to established standards.

SOCIAL SECURITY

All University employees contribute to Social Security as a requirement of the Federal Insurance Compensation Act (FICA). The percent of salary deducted from the employee's check is matched by an equal amount from the University. Only full-time students anticipating a minimal income for the year may waive this deduction.

All employees must have a valid Social Security Number before they can receive a paycheck.

OTHER ASPECTS OF EMPLOYMENT

ALCOHOL POLICY

The University of Denver prohibits the consumption or possession of unsealed alcoholic beverages on University property or during the discharge of University duties (whether or not on University property), except in those areas or during those events which are licensed or catered in such a manner to provide for the serving of such beverages. Although moderate consumption with meals or during social events is not prohibited, the University does not encourage the consumption of alcoholic beverages during working hours.

Individuals are prohibited from reporting to work under the influence of alcohol, illegal drugs or improperly under the influence of controlled substances. The University may discipline employees found in violation of University's alcohol or drug policies. The University reserves the right to conduct drug or alcohol testing of its employees. For a complete copy of the drug and alcohol policies, see <http://www.du.edu/policies/> or contact Human Resources.

ATTENDANCE

Employees are expected to be on time, dressed appropriately and ready for work at their work location according to department schedules unless authorized to miss work. Excessive absence or tardiness will not be tolerated.

BREAKS AND REST PERIODS

Where required by law and in certain situations where the University deems appropriate, the University permits employees to have a paid 10-minute rest period every four (4) hours worked. Departments do not have to permit the employees to leave the premises for the break. At the supervisor's discretion, the lunch period may be considered the break, if it falls within the four hour time frame.

COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND RETALIATION

Equal Opportunity on campus is monitored and enforced by the Director of Equal Opportunity/ADA Compliance, who is also the Title IX Officer for non-athletic compliance. Any person within the University of Denver community, or applicant for employment or admission, who feels he or she has experienced discrimination, harassment or retaliation, may consult with the Director of Equal Opportunity/ADA Compliance to discuss what alternatives may be available. Depending on the circumstances, the Director can help initiate formal or informal complaints and/or informal resolution processes. The Director can also provide information about other resources available at the University and externally.

The Office of Equal Opportunity and ADA Compliance can be reached at 303-871-2585 or 7436. Their web site is: <http://www.du.edu/deo/>

CONCEALED WEAPONS ON CAMPUS

The University of Denver is committed to providing a safe workplace and therefore prohibits the possession of dangerous weapons.

Any possession and/or use of weapons, explosives, fireworks, or other object designed and/or used to inflict injury or damage while on University property is prohibited. This includes, but is not limited to, items that simulate such dangerous objects. The possession of non-lethal self-defense instruments is not prohibited; however, the reckless use of such devices may be considered a violation of this policy.

It shall also be a violation of University policy to possess any weapon on the private property of the University even if the bearer possesses a valid concealed weapon permit issued under current Colorado state statute.

CONFLICTS OF INTEREST

Every University employee has an obligation to avoid engaging in any activity, including public service or political office, if such activity significantly impedes or is otherwise detrimental to the University's mission and its operations. It is recognized, however, that not all apparent conflicts of interest will have an adverse effect on the University, and this policy is intended to provide guidance to employees who are presented with a situation resulting in such conflicts of interest. For further guidance see Board of Trustees Policy 3.20.060, Conflicts of Commitment and Interest.

In order to engage in any activity that represents or presents the appearance of a conflict between the employee's interests and the University's interests, the employee must:

Disclose to his or her executive level manager, Director of Human Resources, Vice Chancellor or Provost, as appropriate, all material facts relating to the activity.

Obtain the written consent of the employee's executive level manager who will give such consent only after determining, in consultation with the Director of Human Resources and any other appropriate University official, that the activity does not adversely affect the University's interests.

DISCIPLINARY PROCEDURES (NON-UNION)

The University does not have a formal disciplinary policy for non-union employees. The University of Denver's objective for disciplinary action is to correct violations, improve performance, avoid recurrence, and protect the interests of the University. It is impossible to provide an exhaustive list that identifies every type of conduct or performance problem that may result in some form of discipline. However, in some instances, circumstances may warrant immediate disciplinary action up to and including termination of employment. If a University employee has any questions regarding a disciplinary process, or if they feel discipline is unwarranted, the employee should discuss the matter with his or her department head, deans and vice chancellors, or the Office of Human Resources.

DRESS CODE AND APPEARANCE

While the University values diversity of opinion and freedom of expression, discretion in the style of dress can be important to the effective operation of the University. Individuals are, therefore, expected to dress in a manner in keeping with their job functions and working environment. Questions regarding appropriate dress should be discussed with the employee's immediate supervisor.

All employees are expected to maintain acceptable standards of personal grooming and present a neat, professional appearance at all times. As a result, employees must adhere to individual department dress codes. Violation of department dress codes may result in appropriate corrective measures.

DRUG-FREE WORKPLACE

The University of Denver is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by employees, students, subcontractors, consultants and visitors. For a complete copy of the policy, reference the *University Policy Manual* or contact Human Resources.

Anyone who has a concern about a possible violation of the policy should immediately contact one of the following resources for assistance:

- The Employee Assistance Program for referrals on treatment and related issues.
- The Campus Safety Department to report incidents of illegal activity.
- The Department of Human Resources for assistance on the disciplinary process or policy related issues.

EMERGENCY CLOSING

Inclement Weather:

On rare occasions, circumstances may require emergency closing of the University due to inclement weather. When the Provost or his/her designee makes a decision to close the University, Campus Safety will be contacted and utilize the EMERGENCY NOTIFICATION system to notify the University population.

Those personnel required to remain on duty to provide "essential" services in an emergency will receive pay as outlined by their departmental guidelines.

Only appointed employees will be compensated at their regular rate of pay if the University is officially closed. In these instances, pay will not be computed as time worked for overtime purposes.

Even though the University is not closed, adverse weather or other extreme circumstances may make job attendance difficult or cause employees to be late. In such circumstances, supervisors are expected to use their judgment as to whether to excuse employees for lateness or absence. They should, of course, bear in mind the necessity of keeping in fullest possible operation the essential offices and services referred to above.

Critical Incidents:

Procedures for closure of the University due to critical incidents are outlined in the Critical Incident Management Plan (CIMP). Refer to the Safety section of this handbook for more information about the plan, notification system, and response team.

EMPLOYEE DISPUTE RESOLUTION

I. Grievances

- A. For purposes of this Policy, grievances are complaints by employees of the University (except as described in I.E., I.F. and I.G below) relating to:
 - 1. Alleged wrongful termination or demotion;
 - 2. Disagreement regarding a work performance evaluation;
 - 3. Availability or amount of an employee benefit such as holidays, vacations, or sick leave;
or
 - 4. Any other significant matters affecting terms or conditions of employment, including salary.
- B. The time limits described below may be extended by either the Provost or the Director of Human Resources, if extenuating circumstances, such as sickness or accident, should arise.
- C. The University will not tolerate any form of reprisal or punitive action for submitting or attempting to submit a grievance.
- D. The procedure outlined herein is an internal, administrative process. Neither external nor internal legal counsel for either party may be present at the meetings specified in the present document.
- E. Employees who are covered by the Collective Bargaining Agreement shall not be covered by this Policy.
- F. Matters involving harassment or discrimination must first be reported to and investigated by the Office of Diversity and Equal Opportunity before entering into the grievance process.
- G. This Policy applies to issues not addressed by the Faculty Personnel Guidelines Relating to Appointment, Promotion, and Tenure (APT) document. That document shall take precedence over any matters covered by this document. Faculty grievances may take one of the three tracks depending on the nature and content of the grievance.
 - 1. Grievance of an administrative decision or action not covered by the APT document – follow the Procedure for Grieving an Administrative Decision or Action

2. Grievance regarding conflict between two faculty peers – follow the Procedure for Faculty Peer to Peer Grievance
3. Grievance or complaint regarding a matter covered by the APT document – follow procedures in the APT document

II. Definitions

Grievant(s): the person(s) initiating the grievance. Hereafter, grievant (in the singular) will be used to designate one or more grievants.

Respondent(s): the person(s) alleged to have carried out the action or made the decision that is the subject of the grievance. Hereafter, respondent (in the singular) will be used to designate one or more respondents.

III. Procedures

Procedure for Grieving an Administrative Decision or Action

For a grievance by an employee other than a faculty member, the respondent is the employee's direct supervisor. For a grievance by a faculty member, the respondent is either the faculty member's direct supervisor (usually the department chair) or the lowest level administrator who has primary responsibility for the decision or action being grieved. In some cases, a faculty member may be uncertain which administrator has primary responsibility for an administrative decision or action. In such cases, the faculty member should seek the guidance of his or her direct supervisor in determining which administrator is primarily responsible and, therefore, should be the respondent.

A. Step One: Informal Resolution.

The grievant is strongly encouraged to discuss any complaint covered by this Policy with the respondent and make a concerted effort to resolve the complaint without relying on the formal process outlined below. The discussion should occur as soon as reasonably possible after the grievant learns of the disputed matter. If both parties to the grievance agree, an outside party such as a Human Resources representative, mediator, faculty colleague, or university administrator may be invited to mediate the discussion to assist in achieving conciliation.

B. Step Two: Written Grievance

If not satisfied with the results of the informal resolution, the grievant may submit a written grievance to the respondent. The grievance should contain a clear description of the issue(s) involved, any specific university policy or procedure involved, the relevant date(s) the action or decision that is being grieved took place, if known, and any relief being sought. If an informal discussion is not conducted as recommended in Step One above, the reason an informal discussion was not conducted must be given in the written grievance.

A copy of the written grievance and all subsequent written statements produced as a result of the grievance process, as described herein, must be filed with the Director of Human Resources.

A written grievance may be submitted no later than forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

The respondent shall respond to the grievance in writing within ten (10) working days of receipt of the grievance.

C. Step Three: Appeal

No appeal is possible if the respondent is the Chancellor. If the respondent is not the Chancellor and if the grievant is not satisfied with the respondent's written response, the grievant may appeal to the respondent's supervisor. An appeal must be in writing and must contain a reasonably detailed description of the issue(s) involved and any relief being sought. The appeal must also include, as attachments, the original written grievance from the grievant and the respondent's written response.

If the grievant is not a faculty member, the written appeal must be submitted to the respondent's supervisor within ten (10) working days from receipt of the respondent's written response.

If the grievant is a faculty member:

1. The grievant may solicit, at his or her discretion, the determination of the Faculty Review Committee (FRC) before submitting an appeal with the respondent's supervisor.
 - A. To solicit the determination of the FRC, the grievant must submit a written grievance to the FRC within ten (10) working days of the receipt of the respondent's written response. A grievance submitted to the FRC should contain a reasonably detailed description of the issue(s) involved and any relief being sought. A grievance submitted to the FRC must also include, as attachments, both the original written grievance and the respondent's written response. The FRC shall submit its determination to the grievant and respondent within twenty (20) working days of receipt of the grievance.
 - B. If the grievant submits an appeal of the respondent's written response after soliciting the determination of the FRC, the appeal to the respondent's supervisor must be submitted within ten (10) working days of receipt of the report of the FRC. The report of the FRC must be included as an attachment to any subsequent appeal.
 - C. If the FRC has not rendered its determination at the end of twenty (20) working days, the grievant may proceed, at his or her discretion, to submit an appeal to the respondent's supervisor.
2. To submit an appeal without soliciting the determination of the FRC, the grievant must submit the appeal to the respondent's supervisor within ten (10) working days of receipt of the respondent's written response.

The respondent's supervisor shall respond to the appeal in writing within ten (10) working days of the receipt of the appeal. If the FRC has rendered a determination, a copy of the supervisor's written response to the appeal shall be filed with the FRC.

D. Step Four: Final Resolution

If the respondent's supervisor is either the Provost or the Chancellor, the decision of the Provost or the Chancellor, or his or her designee, is final.

If the respondent's supervisor is neither the Provost nor the Chancellor and

1. If neither the Provost nor a Vice Chancellor is in the grievant's hierarchy of supervisors, the grievant may appeal the decision of the respondent's supervisor to the Chancellor. The decision of the Chancellor, or his or her designee, is final.
2. If the Provost is in the grievant's hierarchy of supervisors, the grievant may appeal the decision of the respondent's supervisor to the Provost. The decision of the Provost, or his or her designee, is final.
3. If a Vice Chancellor is in the grievant's hierarchy of supervisors and
 - A. if the Vice Chancellor is the respondent's supervisor, the grievant may appeal the decision of the respondent's supervisor to the Chancellor. The decision of the Chancellor, or his or her designee, is final.
 - B. if the Vice Chancellor is not the respondent's supervisor, the grievant may appeal the decision of the respondent's supervisor to the Vice Chancellor. The decision of the Vice Chancellor, or his or designee, is final.

The appeal of the decision of the respondent's supervisor must be in writing and must include, as attachments, the original written grievance, the respondent's written response, the appeal submitted to the respondent's supervisor, and the response of the respondent's supervisor. For faculty, if the determination of the FRC was obtained, the appeal must include a copy of the grievance submitted to the FRC and the report of the FRC.

Procedure for Faculty Peer to Peer Grievance

The procedures in this section are reserved for a grievance between faculty members as peers rather than a grievance concerning an administrative action or decision. To the extent that a grievance may contain both of these types of claims the Faculty Peer to Peer process shall not be used to provide a second review of the same claim, and vice versa.

A. Step One: Informal Resolution

The grievant is strongly encouraged to discuss any complaint covered by this Policy with the respondent and make a concerted effort to resolve the complaint without relying on the formal process described below. The discussion should occur as soon as reasonably possible after the grievant learns of the disputed matter. If both parties to the grievance agree, an outside party such as a Human Resources representative, mediator, faculty colleague, or

university administrator may be invited to mediate the discussion to assist in achieving conciliation.

B. Step Two: Written Grievance

If not satisfied with the results of the informal resolution, the grievant may submit a written grievance with the lowest level shared supervisor (LLSS) of the grievant and respondent. The grievance should contain a reasonably detailed description of the issue(s) involved and any relief being sought. If an informal discussion is not conducted as recommended in Step One above, the reason an informal discussion was not conducted must be given in the written grievance.

A copy of the written grievance and all subsequent written statements produced as a result of the grievance process, as described herein, must be filed with the Director of Human Resources.

If the LLSS is not the Provost, a written grievance may be submitted no later than forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

If the LLSS is the Provost:

1. The grievant may solicit, at his or her discretion, the determination of the Faculty Review Committee (FRC) before submitting a written grievance to the LLSS.
 - A. To solicit the determination of the FRC, the grievant must submit a written grievance to the FRC within forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days. A grievance submitted to the FRC should contain a reasonably detailed description of the issue(s) involved, and any relief being sought. If an informal discussion is not conducted as recommended in Step One above, the reason an informal discussion was not conducted must be explained in the written grievance. The FRC shall submit its determination to the grievant and respondent within twenty (20) working days of receipt of the grievance.
 - B. If the grievant submits a written grievance to the Provost after soliciting the determination of the FRC, that written grievance must be submitted within ten (10) working days of receipt of the report of the FRC. The report of the FRC must be included as an attachment to the grievance submitted to the Provost.
 - C. If the FRC has not rendered its determination at the end of twenty (20) working days, the grievant may proceed, at his or her discretion, to submit a grievance to the Provost.
2. To submit a grievance without soliciting the determination of the FRC, the grievant must submit the grievance to the Provost within forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if

the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

The LLSS shall respond to the grievance in writing within ten (10) working days of receipt of the written grievance.

C. Step Three: Appeal

If either the grievant or the respondent is not satisfied with the LLSS's written response and if the LLSS is not the Provost, either the grievant or the respondent may appeal to the LLSS's supervisor. An appeal must be in writing and must contain a reasonably detailed description of the issue(s) involved and any relief being sought. The appeal must also include, as attachments, the original written grievance from the grievant and the LLSS's written response.

Either the grievant or respondent may solicit, at his or her discretion, the determination of the Faculty Review Committee (FRC) before submitting an appeal to the LLSS's supervisor.

1. A. To solicit the determination of the FRC, the grievant or respondent must submit a written grievance with the FRC within ten (10) working days of the receipt of the LLSS's written response. A grievance submitted to the FRC should contain a reasonably detailed description of the issue(s) involved and any relief being sought. A grievance submitted to the FRC must also include, as attachments, both the original written grievance and the LLSS's written response. The FRC shall submit its determination to the grievant, respondent, and LLSS within twenty (20) working days of receipt of the grievance.
 - B. If either the grievant or the respondent submits an appeal of the LLSS's written response after the determination of the FRC has been obtained, the appeal to the LLSS's supervisor must be submitted within ten (10) working days of receipt of the report of the FRC. The report of the FRC must be included as an attachment to any subsequent appeal.
 - C. If at the end of twenty (20) working days, the FRC has not rendered its determination; either the grievant or the respondent may proceed, at their discretion, to submit an appeal to the LLSS's supervisor.
2. If the determination of the FRC has not been solicited by either the grievant or the respondent, either the grievant or the respondent may submit an appeal to the LLSS's supervisor but must do so within fifteen (15) working days of receipt of the LLSS's written response.

The LLSS's supervisor shall respond to the appeal in writing within ten (10) working days of receipt of the appeal. If the FRC has rendered a determination, a copy of the written response of the LLSS's supervisor to the appeal shall be filed with the FRC.

D. Step Four: Final Resolution

If the LLSS or the LLSS's supervisor is the Provost, the decision of the Provost, or his or her designee, is final.

If neither the LLSS nor the LLSS's supervisor is the Provost, either the grievant or the respondent may appeal the decision of the LLSS's supervisor to the Provost. An appeal to the Provost must be in writing and must include, as attachments, the original written grievance and the written response of the LLSS, the appeal to the LLSS's supervisor, and the written response of the LLSS's supervisor to the appeal. If the determination of the FRC was obtained, the appeal to the Provost must include a copy of the grievance submitted to the FRC and the report of the FRC. The decision by the Provost, or his or her designee, is final.

Procedures for matters covered by the Faculty Guidelines Relating to Appointment, Promotion, and Tenure

The procedures in the APT document should be followed.

FLEX TIME

The University supports the principles of flex time for its employees in order to allow employees to maintain a work/life balance and better service to the public. It is the policy of the University to encourage each employing department to approve the reasonable requests of employees for alternative work schedules when such requests are consistent with the needs of the department to accomplish its objectives.

The University retains the right to specify certain designated work schedules affecting employees or groups of employees. Flex time may be changed or reversed to standard hours by the approving supervisor as needed to meet department needs. Daily or weekly schedules may be changed from time to time at the discretion of the University to meeting varying business conditions.

HOURS OF WORK

The work week at the University of Denver is Monday 12:00 a.m., thru Sunday 11:59 p.m. Full-time appointed employees typically work thirty-seven and one-half hours, divided into five days, Monday through Friday, with employees regularly scheduled to work seven and one-half hours per day or the equivalent thereof. There are specific departments on campus that operate on a forty-hour workweek. Employees must clarify expected hours of work with their supervisor.

The standard hours of operation for University departments and offices are Monday through Friday, 8:00 A.M. to 4:30 P.M. University departments and offices are expected to remain open for business between noon and 1:00 P.M. by using a flex-time schedule, unless impractical.

LATENESS

While it is recognized that occasionally employees may have a good reason for being late to work, excessive or habitual lateness is not permitted. Employees are considered late if they are not at their workstation at their designated starting time.

LUNCH PERIODS

Employees receive a one hour unpaid meal period, which will normally be taken between 11:00 am and 2:00 pm.

A meal period of not less than thirty minutes (off duty, unpaid time) is permitted if an employee works for a period of more than five hours. When a work period of not more than six hours will complete the day's work, the meal period shall be optional. If for some reason an employee is required to remain in the work area all day (e.g. to answer phone calls, handle walk-in inquiries, etc.), an "on duty" meal period will be permitted, which shall be paid time and counted as time worked for overtime purposes.

Contact your supervisor for more information on a specified lunch break.

NEPOTISM

No applicant shall be rejected and no employee shall be restricted in matters of pay, promotion, work assignment, working conditions, or any other factor solely as a result of a familial relationship with any other employee at the University of Denver.

However, persons in positions to make recommendations or decisions regarding employment, pay, promotion, work assignment, or work supervision cannot exercise this authority over family members or over others with whom there are sufficiently close, personal, or external business relations to engender a conflict of interest. Such recommendations and/or decisions shall be deferred to the next higher authority.

For the purpose of this policy, "family members" include spouse, siblings, parents, dependent and non-dependent children, grandparents, aunts, uncles, first cousins, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law. A "spouse" is the current husband or wife of an employee whose marriage is recognized under the laws of Colorado.

This policy should not be construed to allow hiring, promotion, compensation or work assignments in a manner that violates or does not meet the objectives of the University's or the department's Affirmative Action goals.

This policy in no way limits the *Conflicts of Interests Policy*.

OVERTIME POLICY

The provisions of the Fair Labor Standards Act govern compensation for overtime hours worked. Employees eligible for overtime pay must receive prior authorization to work overtime from their department or budgetary manager.

Overtime is time worked in excess of 40 hours in a workweek or time worked in excess of 12 hours in a workday. A workweek is defined as Sunday through Saturday. Nonexempt employees will receive overtime pay at 1.5 times the hourly rate.

The 12-hour of work per day and 40 hours of work per week excludes paid time off such as holidays, vacation and sick leave, etc.

PAYROLL RECORDS

Federal and state laws obligate the University to maintain specific records regarding hours worked. Employees are required to record their work hours and leave time taken on the appropriate time

record forms. Hours worked and leave time taken must be recorded accurately, and falsification of a time record, including working off the clock, is not tolerated and may result in termination.

REHIRE

Any employee who voluntarily terminated employment with the University in good standing is eligible for reemployment. The record of prior employment must indicate that the employee's performance met acceptable standards.

Any employee who was involuntarily released by the University, and whose record of prior employment was unsatisfactory, as determined by the University in its sole judgment, is ineligible for reemployment.

Any former employee reapplying for employment is subject to compliance with all other employment policies in effect at the time of reapplication.

CONTINUITY OF SERVICE

If a person is rehired within 30 calendar days of separation, there will be no break in continuous service. Employee will be eligible for tuition waiver benefits. Sick leave accrual will be restored. Employee will be allowed to accrue vacation at the same accrual rate prior to separation.

If a person is rehired within one year of separation, service dates will be bridged, and there will be no break in continuous service. Employee will be eligible for tuition waiver benefits. Sick leave will not be restored. Employee will be allowed to accrue vacation at the same accrual rate prior to separation.

A person rehired with a break in service will be considered a newly hired employee. After the fifth year of reemployment, the previous service may be added to current continuous service for determination of future benefits.

SEXUAL HARASSMENT

University of Denver prohibits sexual harassment by any faculty, student, staff or agent of the University. Acts of sexual harassment will lead to disciplinary action up to and including termination. Besides disciplinary action under University policy, the sexual harasser may also suffer criminal and/or civil penalties in a court of law.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to advances is either explicitly or implicitly a term or a condition of a person's continuing status, or when submission to or rejection of the conduct is used as the basis for a decision affecting the person's employment, educational decisions or status in a University sponsored activity or program. Sexual harassment also exists when such conduct has the purpose or effect of interfering with a person's work or academic performance, or of creating an intimidating, hostile, or offensive environment.

For more information about the complete policy or to discuss any issues that arise, contact the Office of Equal Opportunity and ADA Compliance.

(303) 871-2585 or 871-7436

<http://www.du.edu/equalopportunity/>

SMOKING IN THE WORKPLACE

- I. **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.
- II. **Requirements**
 - A. 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.
 - B. 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.
 - C. Smoking products include but are not limited to all cigarette products (cigarettes, bidis, kreteks, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.).
 - D. 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.
 - E. 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.
 - F. 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.
 - G. 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.

SOCIAL MEDIA

This policy applies to University of Denver employees — representing DU or its programs in an official capacity — who create or contribute to blogs, wikis, social networks or any other kind of social media (both on and off DU.edu). Your online persona, and the content you publish, should be

consistent with the University of Denver's [values](#), [brand guidelines](#), [social media guidelines](#), [policies](#) and professional standards.

1. Public communications concerning the University of Denver, faculty, staff and all employees of the University and any other affiliates of the University of Denver must follow University of Denver [policies](#). Accordingly, employee complaints regarding alleged discrimination, unlawful harassment, or safety issues should be made consistent with the complaint procedures in the employee handbook.
2. Social media communications are individual interactions, not organizational communications, unless managing a University's sponsored site in an official capacity. Employees can be held personally liable for their posts. For this reason employees should use common sense and exercise caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions and derogatory remarks or characterizations.
3. If you discuss work-related matters online that are within your area of job responsibility, you must disclose your affiliation with the University.
4. You may not disclose any sensitive, proprietary, confidential, legal or financial information about the University or individuals affiliated with the University. You may not disclose information protected under [FERPA](#), [HIPAA](#), or other laws or regulations.
5. While you may respectfully disagree with the University actions, policies or leadership decisions, you may not attack personally or post material that is obscene, defamatory, discriminatory, harassing, libelous or threatening with regard to the University, employees of the University or any affiliates of the University.
6. All University of Denver social media accounts must be [registered with University Communications](#) and follow University of Denver [brand guidelines](#).

Please consult with Human Resources if you have any questions about the appropriateness of publishing information relating to the University, its faculty, staff or any affiliates.

STAFFING LEVEL REDUCTIONS PLAN

In any particular case of staff level reduction, the functional needs of the University, the department and the ability and qualifications to perform the work will determine which employee(s) will be terminated. When ability and qualifications are equal, seniority may be considered.

To transfer or to be eligible for reemployment, an employee must be eligible for employment under the University's *Rehire Policy*. A laid-off employee who is offered a suitable, alternative position and declines the offer will be considered to have made a voluntary termination. Nothing in this policy should be read as giving a guarantee of re-employment to employees who are laid-off, as a result of staffing level reductions or reorganization.

VOTING

Colorado State Law provides that, if an employee doesn't have a total of three hours off when the polls are open, they must be given two (2) hours off, if requested. (The three hours don't have to be consecutive.) This time off, if requested and approved, will be without pay.

The polls are open from 7:00 am to 7:00 pm.

WORKERS' COMPENSATION

Workers' Compensation insurance is an employee's primary response for recovery of an injury or illness sustained while conducting essential duties on the job. This program is managed through the Department of Risk Management and complete information can be found at www.du.edu/risk.

Any employee who incurs an injury on the job during the course and scope of employment may file for workers' compensation as outlined in the internal workers' compensation procedure. All injuries are to be reported within 24 hours to the Department of Risk Management. By law, an employee has up to two years to report an injury.

Treatment:

- When an employee is injured, **call 911 if life-threatening** AND call Campus Safety at 303.871.3000. DU employees should never transport an injured party unless given the OK by paramedics. Seek treatment immediately.
- All injured employees must treat with one of two specified designated providers as outlined in the internal procedures and by Colorado Statute. The employee supervisor must provide the employee with the two designated provider options.
- Seeking treatment from a non-designated provider may result in non-payment of medical expenses and the employee assuming responsibility for all incurred medical costs.

Forms to be returned to Risk Management:

- The employee must complete a first report of injury form
- The supervisor must complete a supervisor's form

Forms and detailed information can be found on the Risk Management website at www.du.edu/risk.

WORKPLACE VIOLENCE POLICY AND PROCEDURES

Workplace Violence Definition

An act or threat of violence will be considered to be within the University community if and when it occurs on University property and is undertaken by one member of the University community against another. Members of the University community include: students, employees, and outside person(s) doing business with the University such as customers, vendors, or others.

University Guideline and Procedures

The University takes a strong and unequivocal position against intimidation, threats, or violence in the workplace. We will investigate complaints of threatening, intimidating, bullying or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto University property, or any other act which, in the University management's opinion, is inappropriate to the workplace. This guideline extends to persons doing business with the University including customers, vendors and others who interact with University employees and students.

We request the support and cooperation of all employees and students in helping to keep our University a safe and healthy place to work. Employees and students should immediately report any behavior that may constitute a potentially violent situation to University management.

Procedures

1. Upon witnessing or hearing of an act or threat of violence, the appropriate manager may immediately act to suspend the individual(s) involved, pending the results of an investigation. If the violence or threat is life-threatening, the manager should call 911. If the individual(s) refuse to leave, the manager should call Campus Safety at extension 13000 to escort the individual(s) off campus.
2. The manager should notify the Human Resources Department immediately. Human Resources will help in determining the appropriate action to be taken.
3. Should the alleged perpetrator of violence be a student, Citizenship and Community Standards (Student Life Division) will handle the matter in accordance with the *Student Code of Conduct*.
4. The University will conduct any required investigation in a discreet manner. During the course of the investigation, the University may find it necessary to talk to a number of employees, particularly to the alleged perpetrator. As a result, the University will not guarantee the confidentiality of reported complaints.
5. At the conclusion of the investigation, the employee will be notified of the action to be taken. The action to be taken must be reviewed by Human Resources and/or University Legal Counsel before it is communicated to the employee.
6. Documentation of the incident, and action taken, will be kept in the employee's personnel file.

BENEFITS & SERVICES

BENEFITS ELIGIBILITY CRITERIA

Generally, eligibility to participate in the Fringe Benefits Program at the University is defined by position classification.

Employees eligible to participate must satisfy the requirements of both paragraphs 1 and 2 below. Only service in an appointed position classification shall count toward eligibility toward benefits.

1. The employee must hold an "appointed" position, either permanently or as a temporary replacement. An appointed position is defined as:
 - One numbered in the University's Position Control System and budgeted as an identifiable salary item in the University's Approved Budget; or
 - One carrying the word "Research" in its official title.

(NOTE: Student "research" positions associated with educational pursuits, however, are not eligible, e.g. Graduate Research Assistant.)

2. The appointed position must require work of at least half time where "half-time" position is defined as:
 - 20 hours or more per week for 6 or more months; or
 - Requiring a quarterly teaching load of no less than half the load expected of full-time faculty in the department and receiving a salary of no less than half that of the lowest full-time appointed faculty member in that department for two or more quarters.

Employees on approved sabbatical leaves who otherwise are eligible to participate in the Fringe Benefits Program continue to be eligible. Employees holding an eligible position classification and working less than full-time receive prorated benefits based on the percentage of time worked.

DOMESTIC PARTNERS/COMMON LAW

The University does not discriminate on the basis of sexual orientation and extends employee benefits and privileges wherever possible, to registered domestic partners and families of employees, to the same extent that such benefits are provided to the spouses and families of married employees or common law partners.

Employees must certify their eligibility for these benefits by means of an affidavit. Certain tax consequences may apply. Forms and additional information are available from the Benefits Office.

EMERGENCY REGISTRY

The University requests that all employees provide emergency contact information, to aid in the communications process, in the event of an emergency.

ENROLLMENT INTO INSURED BENEFIT PLANS

Employees are eligible to enroll in the Insured Benefits programs immediately upon appointment, but must do so within the first 30 days of their employment. Insurance coverage will be effective the first day of the month following the date of application for the insurance.

Employees choosing not to join during the original 30 days of employment may begin participation during an Open Enrollment Period, which occurs once a year. Plan details and enrollment forms are available through the Benefits Office.

UNIVERSITY HOLIDAYS

The University of Denver currently closes for the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Holiday
Winter Break (the last five week days of the calendar year)

If the holiday falls on a Saturday, it will be observed on Friday. If it falls on a Sunday, the holiday will be observed on Monday. Paid holidays do not count toward the payment of overtime.

The Academic Calendar Committee recommends University calendars to the Provost and Vice Chancellor for Business and Financial Affairs.

IDENTIFICATION CARDS FOR APPOINTED EMPLOYEES

Once a newly appointed employee's initial paperwork has been processed, he/she is issued a D.U. identification card. I.D. pictures are taken during specified hours. Upon request, cards will also be issued to an employee's spouse and dependent children. For further information contact the I.D. Office, at x14545.

Privileges and Use of Facilities

The University of Denver's regular identification card makes it possible to secure certain privileges that include:

1. Full library privileges.
2. Reduced rates on some University sponsored activities.
3. A 10% discount at the Bookstore on certain purchases over \$1.00.
4. Use of the athletic facilities, during designated hours after purchasing membership through the Coors Fitness Center.

Non-appointed employees are not benefits eligible, and, therefore, are eligible for ID cards under limited conditions. Refer related questions to Human Resources.

LEAVE

The University provides for the following types of leave.

Bereavement Leave

Leave with pay is available to all appointed exempt and non-exempt (non-faculty) staff because of death in the immediate family. Immediate family is limited to: spouse of employee; father or mother of employee or spouse; child of employee or spouse; brother or sister of employee or spouse; grandparent of employee or spouse. Funeral leave will be limited to three days if the burial is within Colorado, and to five days if outside of Colorado. The supervisor may request an obituary or other notice to substantiate the absence. Bereavement pay will not be computed as time worked for overtime purposes.

Family Care and Medical Leave

Any employee with a qualifying condition (including faculty, union, appointed or non-appointed employees) may be eligible for the federal Family and Medical Leave Act of 1993 (FMLA) leave if the employee (a) has worked for the University for at least 12 months prior to the date upon which the FMLA Leave is to commence, and (b) has worked at least 1,250 hours in the 12 months immediately preceding the FMLA Leave. FMLA Leave may be taken by employees who satisfy other requirements that are imposed by law or that may be imposed by the University.

Jury Duty Leave

Leave with pay shall be granted for the duration of such duty for all appointed employees up to 30 business days. Non-benefited employees may receive regular wages up to \$50.00 per day for the

first three days of jury duty. When the summons for jury duty is received, it should be presented to the employee's supervisor. The employee is expected to report to work, if excused from jury duty during normal work hours. The supervisor may require the employee to furnish documentation from the court clerk as to days served. The employee may retain any jury duty fees received. Jury duty pay will not be computed as time worked for overtime purposes.

Leave of Absence

Leave may be granted to appointed employees, when the University determines it to be legally required by law (e.g., as required to accommodate employees with a known disability, workplace injury or military commitment). Discretionary leaves of other types may also be granted to employees from time to time, at the discretion of the University as defined by Board of Trustee Policy.

Military Leave

All University employees other than those employed for temporary, non-recurrent periods of employment, who are members of the National Guard, organized reserves or any component part of the army, naval, or air forces of a state or the nation, or volunteer or are inducted into the military services of the state or of the United States, shall, when ordered by proper authority to active state or federal service, be entitled to a leave of absence from employment for the period of such active state or federal service in accordance with state law and/or the Uniformed Services Employment and Reemployment Rights Act of 1994.

Sick Leave

Sick leave for appointed employees may be utilized for doctor and hospital visits, new child care, personal illness or injury, or illness or injury in the employee's immediate family (father, mother, father-in-law, mother-in-law, grandparents, spouse, or child). Sick leave accrues at a rate of 12 days per year or 1 day per month to a maximum of 130 days. Once an employee reaches 130 days, sick leave no longer accrues until an employee uses sufficient sick leave to drop below the 130-day maximum. Leave accrual is prorated for part-time employees. Sick pay will not be computed as time worked for overtime purposes. Accrued, unused sick leave is not paid out upon termination of employment.

LACTATION

The Workplace Accommodations for Nursing Mothers Act states that an employer shall provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. Additionally, the employer shall make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where an employee can express breast milk in privacy.

Should you or an employee have questions regarding the recent update in Colorado Legislation, please feel free to contact the, Director Equal Opportunity and ADA Compliance for accommodation questions and requests at 303-871-7436, or Human Resources at 303-871-7420 regarding utilization of rooms across campus for nursing mothers.

LOST & FOUND

The Lost and Found Desk is located in the Driscoll Center, at the Information Desk, and may be reached by calling, X14232. The cooperation of employees in turning in articles found on campus is appreciated.

RETIREMENT AND RETIREE BENEFITS

The University desires to extend certain benefits to long-term employees upon their retirement from appointed service to the University of Denver. For purposes of obtaining retiree benefits an employee must satisfy, at a minimum, the following criteria. The employee must have:

- Left the University voluntarily;
- Reached the age of 55 years; and
- Been employed continuously by the University for 20 years (10 years, if hired prior to January 1, 1992)

Once a retired employee cancels coverage in our group, he/she can't reenroll in group coverage through the University. It should be noted that retiree medical benefits are not guaranteed.

Specific benefit programs may have different combinations of age and service requirements to be eligible. An employee should refer to the Benefits Office for applicable retiree eligibility rules.

TRAVEL ACCIDENT INSURANCE

All appointed Travel Accident Insurance covers University employees who travel on official University business. The maximum death benefit payable is \$200,000. The University pays the complete premium cost. The University will not reimburse travel insurance purchased by the employee.

TUITION WAIVERS

The Faculty / Staff Tuition Waiver Program assists appointed employees, their spouses, and their dependent children in enrolling in for-credit college-level courses at reduced or no tuition charges.

Tuition waiver privileges will be accorded to appointed employees, along with their spouses; the first day of the academic term following the employee's completion of 6 months of continuous appointed employment at DU. Eligibility for the appointed employee's dependent children begins the first day of the academic term following the employee's completion of one (1) year of continuous appointed employment.

The level of eligibility is based upon length of appointed service and appointment/status of the employee. Specific benefits for each category of eligible beneficiaries under the tuition waiver privilege are also subject to the following limitations set forth in the DU Tuition Waiver Policy.

- Employee usage is subject to annual and per term credit hour limits, along with a per term course limit.
- Spouse usage is subject to per term credit hour limits.
- Dependent child usage is governed by set percentages.

To activate the tuition waiver, the person utilizing the privilege must:

- Be admitted either as a degree seeking student or a special status (non-degree seeking) student through the regular admission procedures.
- Submit a Tuition Waiver Request form to the Benefits Office prior to the start of classes each term. The form needs to include the student's DU identification number and must be signed by the employee. Also, the signature of the employee's supervisor is required on all Tuition Waiver Request forms turned in to activate waivers for the employee's own education.

Please note: Tuition waiver privileges will be suspended for all individuals with outstanding parking fines, or with other delinquent obligations to the University.

Class Attendance During Working Hours

Due to the potential negative impact of coursework and time off for classes upon the employee's performance and the work needs of the employing department, the needs of the employing department must be given priority.

Prior approval from the employee's supervisor is required for enrollment in courses being taken under the tuition waiver privilege.

Time off from work for class attendance should be made up within the same work week (Monday through Sunday) by those employees subject to the overtime provisions of the Fair Labor Standards Act, or taken as vacation or unpaid leave. It is the purpose of the faculty-staff tuition waiver program to assist employees and their dependents in gaining further college level and advanced education. Therefore, attendance at regularly scheduled classes offered at the University of Denver is encouraged.

The needs of the department must be given priority, although reasonable effort will be made within the work area to accommodate the employee's schedule.

A schedule of class attendance hours and times for making up class attendance may be sent to the appropriate budgetary head at the beginning of each quarter of class attendance.

UNIVERSITY EMPLOYEE ASSISTANCE PROGRAM

The University Employee Assistance Program (EAP) is a confidential resource for all faculty, administrators, staff and their dependents. The University recognizes that personal stresses affect not only an individual's life, but also the quality of an individual's work. The goal of the EAP is to minimize the effects of personal stresses on both a person's life and his/her work.

Eligible persons may receive a limited number of free sessions with a professional counselor. A referral may be made to other programs to meet specific needs. For an appointment, call the Health and Counseling center at 303-871-2205.

VACATION

Vacation benefits accrue for non-faculty, appointed employees, based on the length of employment. Full-time staff accrue vacation leave at the rate of 15 days per year, or 1.25 days per month, to a maximum accrual of 15 days. Vacation leave accrual is prorated for staff employees who work less than full-time. Vacation leave accrual increases *after completion of seven years* of service at the University to 2 days per month, up to a maximum accrual of 22 days in the aggregate. Vacation pay will not be computed as time worked for overtime purposes.

For all employees eligible to accrue vacation, leave shall not accrue to any employee on leave without pay, suspension, or layoff. Vacation does accrue during paid leaves. Specific vacation days are to be established in conjunction with the head of one's department. In no case may an employee be granted vacation in excess of the amount earned by the employee. An employing department may require employees to take vacation leave whenever, in its judgment, such action will be in the interests of the department. Officially designated holidays falling within a period of vacation leave shall not be counted against vacation leave. Upon separation from employment, an employee shall be paid for any accrued vacation.

There may be occasions when a division head needs to extend immediate full vacation privileges in order to secure their top candidate while recruiting. Full vacation accrual privileges may be granted if the following conditions are met:

1. The position, for which the candidate is being considered, must be at a level of director or above.
2. The candidate must have at least seven years of relevant experience in an area of expertise that will be a primary function of their job at the University.
3. Both the division head and the appropriate Vice Chancellor or the Provost must approve the offer before it is made to the candidate.

Vacation and Sick Leave for Exempt Staff

Vacation and sick time used by employees is reported in the following manner:

- Exempt employees who are regularly scheduled to work 37.5 hours per week and are away from work for less than 3.75 hours in one day for either vacation or sick time do not report hours from either balance. Similarly, vacation or sick time taken in excess of 3.75 hours but less than a full day should be reported as 3.75 hours taken from the appropriate balance.
- Exempt employees who are regularly scheduled to work 40 hours per week and are away from work for less than 4.0 hours in one day for either vacation or sick time do not report hours from either balance. Similarly, vacation or sick time taken in excess of 4.0 hours but less than a full day should be reported as 4.0 hours taken from the appropriate balance.
- Exempt employees who take a full day of vacation or sick time should report such leave in full day increments.

ORGANIZATIONS / MISCELLANEOUS

CREDIT UNION

University employees are eligible for membership in the Public Service Credit Union. For more information call 303-639-2302 or go to <http://www.du.edu/creditunion/>.

FACULTY SENATE

The purpose of the Faculty Senate is to formulate, debate and adopt policy recommendations regarding any aspect of the life of the University, and to communicate these recommendations to the administration through the Provost and, as determined appropriate by the Senate and the Chancellor, to the Board of Trustees. The Senate's purview includes policies relating to education, research, scholastic matters, personnel, scholarships, policies governing affiliates and any policies that may serve to increase the quality or efficiency of the work of the University.

Members are elected for three-year terms by the faculty in each unit and serve on one of five standing committees: 1) Academic Planning; 2) Financial Planning; 3) Nominations, Credentials, and Rules; 4) Personnel; or 5) Student Relations. Chairs of these committees also serve on the Executive Committee along with the President, President-Elect, Secretary and Members-At-Large. Please refer to the current Campus Directory listing for location and phone number.

PARKING AND VEHICLE REGISTRATION

The University offers a number of different types of paid parking facilities for its students, staff, and faculty, including disabled parking permits. Persons parking on University property must register their vehicle through the Department of Parking Services. For further information on rates and getting access to gated ("Restricted") lots, contact Parking Services at x13210.

RETIRED PERSONS RESOURCE CENTER

The Retired Persons Resource Center (RPRC) was established to assist individuals who are preparing for retirement by helping them obtain the information that they need for making decisions relative to retirement. It also promotes the interests of retired University persons by keeping retired personnel in touch with general University activities, and serving as a center for communicating information about programs for retired persons which already exist in the metropolitan area. For additional information contact RPRC at x13268.

SAFETY

The University of Denver is concerned for the safety of employees, students, and the public on its property. It is, therefore, the responsibility of all employees to be alert to hazards that can endanger individuals on University property, and report such hazards to Campus Safety and other appropriate administrative units.

The **Critical Incident Management Plan (CIMP)**, governed by the board-approved policy, integrates risk assessment, preparation, incident response and recovery, business continuity planning and designated authority regarding management of an incident on behalf of the University

of Denver. The plan encompasses the entire University, its faculty, staff and students. Departmental **Business Continuity Plans (BCP)** outline alternative procedures for the continuation of business operations in the event of disruption of operations. The **Crisis Communication Plan** outlines the various types of response mechanisms in place to notify community members of a critical incident, including but not limited to: the emergency notification system phone, Web notices, e-mail, alarms, and other mechanisms for communications. The **Core Life Safety Committee** manages preparation and pre-incident planning while the **Critical Incident Response Team** responds to incidents on behalf of the institution.

As part of crisis communications, each employee is encouraged to provide “emergency notification” information to notify you, the employee, of incidents through the **emergency notification system**. The emergency notification system will send voice and/or text messages and email to students, faculty, and staff in the event of a university emergency or closure.

Emergency Contact Information is required for all employees as well. These contacts are used to notify your choice of contacts in the event that you, the employee, are injured or ill and cannot communicate for yourself (see <http://webcentral.du.edu/> - *MyWeb* tab).

The Department of Risk Management is ready to assist all University departments in treating loss exposures and aid in implementing loss prevention programs to limit these potential losses. (See <http://www.du.edu/risk/>). The Environmental Health and Safety Department provides environmental and occupational safety programs designed to protect the health and safety of DU employees. The Director of Environmental Health and Safety must be notified before any inspections from regulatory authorities including OSHA, the Colorado Department of Health and Environment (CDHE), and the Denver Fire Department (DFD). (See <http://www.du.edu/ehs/>)

STAFF ADVISORY COUNCIL

The purpose of the Staff Advisory Council (SAC) is to link communications with staff, University administration, and other organized groups of the University. The SAC provides a means for exchange and discussion on problems, procedures, and policies of the University. The council is divided into three subcommittees: Employee Recognition, Staff Issues, and Publicity and Events. The SAC advises, recommends, and proposes ideas to the administration. Call x13480 to reach the SAC.