HRIC Town Hall: Spring Updates

April 9, 2024
Agenda

- Benefits Updates
- Open Enrollment: Important Updates
- Benefits Resources
- Benefits Fair
- Staff & Faculty Performance Management
- Merit
- Employee Handbook Complete
- HRIC and C+V Upcoming Events
- The Denver Difference
- Q&A
• Open Enrollment is from **May 1 - May 15, 2024**.
• All benefited employees **must participate** in this active open enrollment in our new benefits administration system.
• DU is moving our **benefits plan year to January 1 through December 31**, starting in January 2025.
• Benefited employees will have another opportunity to enroll in October 2024, if needed.
• **Employees can choose from either Cigna plans or Kaiser Permanente plans during this year's May enrollment.**
• Many resources are available to help understand this year's benefit options.
2024 Open Enrollment – Important Updates

1. The NEW benefits enrollment system will open at midnight Wednesday, May 1 and close Wednesday, May 15 at 11:59 PM.

2. All benefited employees must participate in this ACTIVE open enrollment.

3. All elections made during this enrollment will be effective: July 1, 2024, through December 31, 2024.

4. You will have another opportunity to make changes in October 2024 to your benefit plan elections effective January 2025.

5. Participation in the October 2024 open enrollment will be required only if making changes or electing an FSA.
Benefits
Resources

Open Enrollment Meetings

Session 1

• Date: Wednesday, April 24
• Time: 11:00 a.m. – 12:00 p.m.
• Location: Mary Reed Building, Renaissance Room
• Address: 2199 S. University Blvd, Denver, CO 80208

Session 2

• Date: Monday, May 2
• Time: 1:00 p.m. – 2:00 p.m.
• Location: Mary Reed Building, Renaissance Room
• Address: 2199 S. University Blvd, Denver, CO 80208

Meet one-on-one about your benefits

• In-person or virtual appointments with a benefits specialist can be made Monday through Thursday, 10 a.m. to 2 p.m. Contact benefits@du.edu.
• Phone: 303-871-7420 Option 3
• Address: 2199 S. University Blvd, Denver, CO 80208
• Location: Mary Reed Building, 4th Floor
Benefits Fair

• Event Details:
  o Date: Wednesday, May 8, 2024
  o Time: 10:00a.m. to 2:00p.m.
  o Location: Community Commons, Room 1700
  o Address: 2055 E. Evans Avenues, Denver, CO 80208

• Please join us for our Annual Benefits Fair! Meet with Cigna Representatives, Kaiser Permanente Representatives, TIAA, Delta Dental, and our other benefit vendors. They are here to provide information to us and answer any of our questions.

• We will also have onsite chair massage sign-ups, refreshments, and giveaways.

• We look forward to seeing you there!

Motivate Me

• If you decide to move from Cigna to Kaiser Permanente, you will have 90 days from July 1, 2024, to claim any unused Motivate Me Visa Gift Cards in MyCigna Website.
# Staff Performance Review Process: April 1 – May 6

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Self-Review</strong></td>
<td>The employee self-review is your opportunity to capture your accomplishments and rate yourself on your job goals and objectives.</td>
<td><strong>Due April 15</strong></td>
</tr>
<tr>
<td><strong>Manager Review</strong></td>
<td>The manager review and employee meeting is the manager’s opportunity to acknowledge the employee’s accomplishments throughout the year. The manager hosts a performance review meeting with the employee, updates the final review as needed, and then signs off.</td>
<td><strong>Due April 29</strong></td>
</tr>
<tr>
<td><strong>Employee Acknowledgement</strong></td>
<td>The employee acknowledgement completes the performance review.</td>
<td><strong>Due May 6</strong></td>
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## Faculty Performance Review Process & Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Annual Reports Released for Faculty to begin Input</td>
<td>March 1, 2024</td>
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<tr>
<td>Earliest Annual Reports due from Faculty to Chairs/Director/Dean</td>
<td>April 17, 2024</td>
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<tr>
<td>Annual Reports Submitted to Provost</td>
<td>June 1, 2024</td>
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<tr>
<td>Merit Increases Effective – for 12-month faculty</td>
<td>July 1, 2024</td>
</tr>
<tr>
<td>Merit Increases Effective – for 9-month faculty</td>
<td>September 1, 2024</td>
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</tbody>
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## Training Topic: Staff Self-Review (Due April 15)

To assist staff with the self-review rating process, this interactive session will review the competency definitions and the rating descriptions for the performance review period (April 1–May 6).

Register now on MyDU>Talent@DU>Training Calendar.

<table>
<thead>
<tr>
<th>Session 1</th>
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<tbody>
<tr>
<td>Date: Monday,</td>
<td>Date: Wednesday,</td>
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<tr>
<td>April 1</td>
<td>April 10</td>
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<tr>
<td>Time: 1:00 pm</td>
<td>Time: 9:00 am</td>
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<tr>
<td>Location: Zoom</td>
<td>Location: Zoom</td>
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</tbody>
</table>

## Training Topic: Staff Manager Review (Due April 29)

To assist leaders and managers with reviewing their direct reports, this interactive session will review the competency definitions and rating descriptions for use during the 2023-2024 Performance Review period (April 1 – May 6) and beyond.

Register now on MyDU>Talent@DU>Training Calendar.

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<tr>
<td>Date: Wednesday,</td>
<td>Date: Tuesday,</td>
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<tr>
<td>April 17</td>
<td>April 23</td>
</tr>
<tr>
<td>Time: 11:00 am</td>
<td>Time: 1:00 pm</td>
</tr>
<tr>
<td>Location: Zoom</td>
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</tbody>
</table>
• Appointed faculty and staff are required to complete the performance review process to be eligible.

• For an employee to be eligible for merit, they must have a hire date prior to or on April 1, 2024.

• Eligibility does not guarantee a merit award.

• Merit increases for those individuals hired July 1, 2023, to April 1, 2024, will be prorated for months employed.

• Merit increases for both monthly and bi-weekly paid employees effective: July 1, 2024.
New Digital Employee Handbook is LIVE!

• Staff and faculty are required to acknowledge receipt of the Handbook no later than May 17, 2024.

• Link to Employee Handbook below:
  o [Employee Handbook | University of Denver (du.edu)](du.edu)
Upcoming Community Events

April Events
• April 11 – Monthly C+V Wellness Hours at Beans Coffee
• April 19 – The Denver Difference
• April 20 to 26 – Earth Week Events & Volunteer Opportunities
• April 24 – Earth Week Community Celebration
• April 30 – Spark 2024 Conference

May Events
• May 1 – Well@DU Nutrition Series
• May 2 – Community Film Screening: Snapshots of Confinement
• May 8 – Benefits Fair
• May 9 – Monthly C+V Wellness Hours at Beans Coffee
• May 9 & 10 – 4D Symposium
• May 10 – Story Mosaic at 4D Symposium
• May 16 – Global Accessibility Awareness Day Event

June Events
• June 4 – Launch of Well@DU Financial Well-being Summer Series: Canvas Credit Union
• June 5 – Well@DU Nutrition Series (Last one)
• June 6 – Monthly C+V Wellness Hours at Beans Coffee
• June 14 – Graduate Commencement
• June 15 – Undergraduate Commencement
C+V Monthly Wellness Hours at Beans Coffee

- Dates: April 11, May 9 and June 6
- Grab a coworker, classmate, friend or mentor and come by for a free beverage on us!
- Beans Coffee located inside the Joy Burns Center
Earth Week 2024

• Departments all over the DU Campus have come together to put together a fantastic suite of opportunities during the entire month of April in celebration of Earth Month.

• Multiple events and volunteer opportunities

• More details on DU Sustainability website: https://www.du.edu/sustainability/opportunities
Volunteer Opportunities

• Saturday, April 20 – Cherry Creek Clean Up and Sun Valley Kitchen
• Saturday April 20 – Community Center at Fairview Elementary School
• Sunday, April 21 – Prairie Park Clean Up
• Monday April 22 – Denver Park Advancement at Montebello Central Park
• Wednesday April 24 – Capturing Rain: Building Water Catchment Systems with Denver Urban Gardens
• Friday, April 26 – Waste Audit: Combatting Plastic – DU Community Commons
Earth Week Events

- Sunday April 21 – GAEYA at DU
- Monday April 22 – Our Health, Cheap Gasoline
- Monday April 22 – Pollinator Party at DU
- Tuesday April 23 – Charge Your Soul, Charge the Planet: Learn About Sustainable Travel
- Wednesday April 24 – Earth Week Community Celebration at DU
- Wednesday April 24 – Climate Fresk
- Thursday April 25 – Transportation Solutions
Earth Week Event: Community Celebration!

• Date: Wednesday, April 24
• Time: 3:00pm-5:00pm
• Location: Community Commons 1700 & Rooftop
• Details: Meet local businesses and DU groups that are advocating for sustainability and learn how you can join the movement. Food, drinks, plants and raffle prizes on the rooftop!
• Sponsored by Sustainability Council, C+V, Well@DU, and DUSF.
• Registration now open!
• Join Spark 2024 – DU's day dedicated to free speech and pluralism – on Tuesday, April 30. In its second year, Spark is back to ignite engaging conversations on the pressing issues challenging democracies and institutions worldwide.

• Register now to:
  ○ Hear a conversation on whether our laws—or policies—protect hate speech.
  ○ Explore the intersection of social justice and civil discourse.
  ○ Debate about whether codes of conduct should include social media activity.
  ○ Anonymously share your free expression experience at DU.
  ○ Register at www.du.edu/spark
Well@DU Monthly Nutrition Series

- Date: Wednesday, May 1
- Time: 2:00pm – 1:00pm
- Location: Burwell Center Room 320

- Topic: Supplements: We can answer your questions about supplements and vitamins. Are they necessary? What to take and when? Quality? Where to buy? We will outline the top 5 supplements most of us can benefit from. Smoothies provided!

- Click to Register
Community Film Screening: Snapshots of Confinement

- Date: Thursday, May 2
- Time: 5:00pm-7:30pm
- Location: Reiman Theater in Margery Reed Hall, 2306 E Evans Ave., Denver, CO 80208
- Details: PBS will broadcast Snapshots of Confinement produced by Esteban Gomez, Associate Professor at DU. We will have a reception at 5:00pm with food outside of the theater and the screening will start at 6pm.
- C+V, IRISE and CCESL are sponsoring this event.
- Click Here to Register
May Community Events Continued

C+V Story Mosaic at 4D Symposium

- Date: Friday, May 10
- Time: 2:30pm-3:30pm
- Location: Community Commons Grand Forum
- DU Story Mosaic is a cross-campus collaboration that recognizes the incredible power of storytelling. This initiative aims to bring together the entire DU Community to engage in a meaningful exchange of our unique stories. Our hope is that community members listen and learn from each other. This special edition of the Story Mosaic will focus on unsung heroes: stories of mentorship. Sponsored by C+V and 4D.
- Register for events on 4D Symposium Website
Global Accessibility Awareness Day Event (GAAD)

- Date: Thursday, May 16
- Time: 9:00am-4:00pm
- Location: Community Commons 1700
- Details: Keynote speakers include Mike Hess, Founder & Executive Director at The Blind Institute of Technology and Mary Lou Mobley from the Office of Civil Rights, Digital Accessibility Expert. Sponsored by HRIC, C+V, Office of ADA, OTL, IT.
- More information on [GAAD 2024 Website](#)
June Events

- June 4 - Launch of Well@DU Financial Well-being Summer Series: Canvas Credit Union
- June 5 - Well@DU Nutrition Series: Blood Sugar Regulation (Last one)
- June 6 – Monthly C+V Wellness Hours at Beans Coffee
- June 14 – Graduate Commencement
- June 15 – Undergraduate Commencement
- Let us know of any June events you would like us to highlight in our HRIC and C+V channels! Email Cassy.Zapotocky@du.edu.
Why Have a Campaign?

• Excite and inspire donors around a focused, aspirational and authentic vision for the future
• Elevate DU's stature as a top-tier university
• Raise the bar for our philanthropic expectations
• Expand support for and engagement with DU
Denver Difference
Fast Facts

• We have been in the silent phase of this campaign since 2018.
• We are publicly launching in April, 2024 with a $1B goal as well as an engagement goal of 135k and a volunteer goal of 7,500.
• There's no end date for the campaign, but we anticipate it will take 5+ years.
• Typical of a public launch, we have raised more than half of our total campaign fundraising goal.
• Every school and unit has set their own fundraising goals for the campaign and established priorities for fundraising.

Three top level university-wide goals

- Raise $1 billion
- Engage 7,500 volunteers
- 135,000 engaged constituents*
Importance of a Public Campaign Launch

- Excite and motivate donors to be part of raising $1B for DU's campaign priorities
- Demonstrate an ambitious and aspirational vision with intentionality and authenticity, elevating our stature and reputation as a world-class institution
- Raise the bar for DU and increase philanthropic expectations
- Generate buy-in and excitement from the broader DU community
Campaign Theme, Messaging and Visual Identity
STORY: What is this campaign’s story?

OUR CAMPAIGN PURPOSE
We're challenging convention and redefining the promise of higher education.

OUR CAMPAIGN PROFILE
Our campaign is a turning point that sets a new bar for higher education.

OUR CAMPAIGN PROPOSITION
At DU, we achieve the extraordinary by thinking differently.

OUR CAMPAIGN ATTRIBUTES
Our campaign is Ambitious, Authentic, Forward-thinking, Optimistic, and Dedicated.

OUR CAMPAIGN AMBITION
We're showing the world what DU can do. The Denver Difference.
THE
DENVER
DIFFERENCE
WHAT DU CAN DO
Campaign Launch on April 19th!
The Denver Difference
Community Launch Celebration
Friday, April 19 | 4-7 p.m.
Magness Arena | Everyone is welcome!

• Open to all, including staff, students, friends, family and children, elders, DU neighbors, Denver community members, and beyond – all are welcome!

• The event format is like an open house celebrating where DU has been, where we are and where we are going, highlighting some of the very brightest spots that make our shared community unique.

• Come join us anytime between 4-7pm to see what DU can do!

• Enjoy food and refreshments. Guests of all ages welcome.
Vision:

• Showcase the breadth and depth of DU, engaging and exciting the community

• This campaign is about much more than our bold dollar goal, which will support people, programs and places across the University.

• It is also about engaging all members of our dynamic community and recognizing our dedicated volunteers.

• It is about the ideas which have helped us achieve R1 research status and will continue to push boundaries into the future.
Opening welcome: Chancellor Jeremy Haefner

The Kennedy Mountain Campus: 4D and the Transformative Power of Nature: Enjoy the great outdoors, indoors! Gather around the fire and enjoy a s’more while learning about the 4D Experience and the expansive Kennedy Mountain Campus.

Free Expression, Pluralism and Civil Discourse At DU: Fearless and Firsthand Engagement Across Differences: Check out an exclusive video from Condoleezza Rice and learn from professors leading the charge on freedom of expression and civil discourse work through Debate Across the Curriculum and Denver Dialogues.

Denver’s Home for College Sports Since 1864: DU Athletics: Learn more about DU Athletics and meet-and-greet coaches and student athletes!

Innovation, Reimagined: Entrepreneurs and Businesses Are Made Here: Meet and greet entrepreneurs in the DU community leading groundbreaking companies and work in fashion, food, gaming, swimming, sustainability and beyond.

Pioneering AI at DU: Social Robots That Will Change the World: Learn about Ryan the Robot and how this social robot helps people in need of companionship or specialized social interaction.

Performances by: Cleo Parker Robinson Dance, The Spirituals Project, DU Wind Ensemble, and more!
Imagining the space
Imagining the space
Questions?
REGISTER FOR APRIL 19TH TODAY!
Q&A

Additional questions please contact:

askhrpartners@du.edu (General questions, policies or concerns)

benefits@du.edu (Benefits & open enrollment questions)

Communityplusvalues@du.edu (For information about community events)

PerformanceManagement@du.edu (Performance management questions)

Well@du.edu (Well-being programs)
Thank you!