

**CSU-PUEBLO**

**Handbook**

**For**

**Administrative/Professional Employees**

# CSU-PUEBLO Handbook for Administrative/Professional Employees

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# PREFACE

Administrative/Professional employees are defined as personnel who are Officers and Directors of Administrative Departments, personnel appointed by the Governing Board as officers of the Board, all such professional assistants to these officials whose appointments are by Board action, and administrative employees who do not have an academic rank or title. This does not include State Classified employees or temporary employees. Administrative/Professional positions are positions that are exempt from the State Personnel System under Colorado statutes, but are not academic faculty positions. The classification of a particular position as an administrative professional position must be coordinated with Human Resources.

The policies and procedures outlined in the *Handbook for Administrative/Professional Employees* (hereinafter referred to as "*Handbook*") are for your information and guidance as a Colorado State University-Pueblo employee. Please become familiar with the policies of the institution of which you are a part and keep this *Handbook* conveniently available for reference. The policies and procedures contained in this *Handbook* may be amended at any time, consistent with the procedures described in the *Handbook*. This handbook is approved by the Board of Governors of the Colorado State University System (hereinafter referred to as "the Board").

The Board has delegated certain personnel powers to the President, and the President has further delegated certain of these personnel powers to other officers of the University. All references in the *Handbook* to the authority of the Board and/or the President shall be deemed to include such delegations. However, the Board, may, from time to time, elect to exercise any personnel power delegated to the President (and which may have been further delegated to the Provost and vice presidents.)

All commitments and obligations of Colorado State University-Pueblo and the Board contained in this *Handbook* are contingent upon the availability of state funds and are subject to Article XI, Sections 1 and 3 of the Constitution of the State of Colorado. Thus, commitment of employment beyond the current fiscal year is contingent upon sufficient appropriations of funds from the legislature. Such commitment without that contingency would be an unconstitutional pledge against the credit of the state made without spending authorization of the Colorado General Assembly.

*Disclaimer: The employment policies and procedures outlined in the Handbook for Administrative/Professional Employees are developed and maintained at the pleasure of Colorado State University – Pueblo and may be changed at any time. Any statement made in the Handbook shall not constitute a contract of employment between Colorado State University - Pueblo and any employee. Employment with Colorado State University – Pueblo as an Administrative/Professional Employee is at will and may be terminated by either the employer or employee at any time and for any reason. No manager, supervisor, department chair, Dean, Director or representative of Colorado State University - Pueblo may make any contract, promise, or commitment contrary to those guidelines outlined in this handbook. Therefore, any alleged contract, promise, or commitment made by any of the foregoing identified individuals shall be unenforceable. The information contained herein is provided as a public service with the understanding that Colorado State University-Pueblo makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information. Nor does Colorado State University-Pueblo warrant that the use of this information is free of any claim of copyright infringement.*

## NOTICE OF NON-DISCRIMINATION

Colorado State University - Pueblo is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Affirmative Action Director, 2200 Bonforte Boulevard, Pueblo, Colorado 81001, (719) 549-2100.



# CSU-PUEBLO Handbook for Administrative/Professional Employees

## CHAPTER 1 HISTORY, MISSION, GENERAL ADMINISTRATION

### 1.1 History

The Colorado State University-Pueblo has served the changing needs of the citizens of Colorado for more than sixty (60) years.

In 1933, the institution was incorporated as The Southern Colorado Junior College. Classes took place on the top floor of the Pueblo County Courthouse. The "Class of '35" graduated seventeen (17) students. In 1936, the Colorado Fuel and Iron Corporation donated the first building on the Orman Avenue campus site. One year later, local citizens decided to support the institution with county taxes; they organized the Pueblo County Junior College District, and the institution was renamed Pueblo Junior College (PJC). In 1951, PJC became the first accredited junior college in Colorado. In 1952, the name was changed to Pueblo College.

A decade later, Colorado's General Assembly enacted legislation, effective in 1963, changing the name to Southern Colorado State College and making SCSC a four-year baccalaureate institution to be governed by the Board of Trustees of State Colleges. Southern Colorado State College received accreditation in 1966.

By then, four buildings had been erected on the new campus north of Pueblo's Belmont residential district. On July 1, 1975, the state legislature granted the institution university status. Three years later, the State Board of Agriculture assumed governance for the University of Southern Colorado.

On July 1, 1985 the State Board of Agriculture created the Colorado State University System including the University of Southern Colorado, Colorado State University, and Fort Lewis College.

In Spring 2002 the General Assembly passed legislation renaming the university Colorado State University-Pueblo and defining its statutory mission as follows:

**A regional, comprehensive university, with moderately selective admissions standards. The University shall offer a broad array of baccalaureate programs with a strong professional focus and a firm grounding in the liberal arts and sciences. The University shall also offer selected master's level graduate programs. (C.R.S. 23-55-101)**

CSU-Pueblo is a major regional educational resource for economic growth, cultural enrichment, and social development to enhance the quality of life of Colorado's citizens. As such, the university is committed to community and regional involvement, addressing the economic, social, cultural, and educational development concerns in southern Colorado and the state in general. Engagement in the region is a distinctive, fundamental purpose of the university and provides students with additional opportunities for leadership development, career preparation, and public service. Designated as a Hispanic Serving Institution by the federal government, CSU-Pueblo has a particular commitment to serve as an educational resource to the Latino communities of Pueblo and southern Colorado, providing access to higher education and assistance in addressing economic and social problems.

### **1.1.1 Accreditation**

Colorado State University – Pueblo is accredited at the bachelor and master’s levels by the Higher Learning Commission of the North Central Association of Colleges and Schools.

## **1.2 Mission**

### **1.2.1 Statutory Reference**

There is hereby established a University at Pueblo, to be known as Colorado State University-Pueblo, which shall be a regional, comprehensive university with moderately selective admissions standards. The University shall offer a broad array of baccalaureate programs with a strong professional focus and a firm grounding in the liberal arts and sciences. The University shall also offer selected masters level graduate programs. (House Bill 02-1324, May, 2002)

### **1.2.2 Institutional Mission**

Colorado State University-Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research and service by providing leadership and access for its region while maintaining its commitment to diversity. (Adopted April, 2005)

### **1.2.3 Institutional Goals and Priorities**

In fulfilling its basic mission, the University regularly establishes long-range and short-term goals. The University is guided in this process by its Strategic Plan. Information on institutional goals and priorities is available in the current strategic plan available on the Web at <http://www.colostate-pueblo.edu/strategicplan/>.

## **1.3 General Governance**

### **1.3.1 The Board of Governors of the Colorado State University System (Board)**

Under the state constitution and statutes, the general supervision of the University is vested in the Board of Governors of the Colorado State University System (Board), which is the governing body of the University. The Board is the legal employer of exempt University employees, and in accordance with applicable law, the Board defines the terms and conditions of employment, which are set forth in this Handbook for Administrative/Professional Employees, the Faculty Handbook, or in other documents or resolutions duly adopted by the Board.

#### **1.3.1.1 Meetings of the Board of Governors**

Information on Board of Governor meetings is available in the Office of the President or the following website: <http://csusystem.edu/>.

### **1.3.2 Colorado State University System**

The Board of Governors governs the Colorado State University System, which is administered by a chancellor. Information on the CSU System, including policies of the Board affecting CSU-PUEBLO, is available in the Office of the President and on the Board of Governors website at: <http://csusystem.edu/>.

### **1.3.3 Colorado Commission on Higher Education**

The Colorado Commission on Higher Education (CCHE) holds statutory responsibility for

coordinating higher education's governing boards.

The CCHE Policy Manual, available in the University Library and in the offices of the Provost and the President, contains all commission policies and procedures. Visit the CCHE website at: [http://www.state.co.us/cche\\_dir/heccche.html](http://www.state.co.us/cche_dir/heccche.html).

#### **1.3.3.1 Meetings of the CCHE**

Information on CCHE meetings is available in the Office of the Provost. Additional information is available on the CCHE website at: [http://www.state.co.us/cche\\_dir/heccche.html](http://www.state.co.us/cche_dir/heccche.html).

### **1.4 University Administration**

#### **1.4.1 Office of the President**

##### **1.4.1.1 President**

The Chief Executive Officer of the University: empowered to perform all actions to make effective the policies of the Board of Governors. The President is charged with the overall responsibility for the organization and administration of the University in accordance with the authority vested in the President by the Board. The President appoints and employs University personnel in accordance with applicable state law and Board policy. In practice, the President relies upon various administrative officers and faculty bodies to recommend policies and procedures but retains the authority to administer the University in accordance with provisions of applicable state law and Board policy. The President is eligible for administrative faculty appointment.

##### **1.4.1.2 Director of Affirmative Action/EEO and Campus Diversity**

The principal administrator of all equal opportunity and affirmative action compliance and training programs within the University as well as responsibility for University diversity initiatives; functions under the supervision of the President.

##### **1.4.1.3 Dean of Student Life**

The principal administrator of all student life programs and activities; functions under the supervision of the President.

##### **1.4.1.4 Athletic Director**

The principal administrator of all athletic programs; functions under the supervision of the President.

##### **1.4.1.5 Director of Institutional Research**

The principal administrator responsible for all institutional data; functions under the supervision of the President.

#### **1.4.2 Office of the Provost**

##### **1.4.2.1 Provost and Vice President for Academic Affairs**

The chief academic officer of the University. The Provost directs and administers all operations and activities of the division of academic affairs. The Provost functions under the supervision of the President, and is eligible for administrative faculty appointment.

#### **1.4.2.2 Academic Deans**

The chief administrative officers of the college or school in which they serve. Academic deans direct and administer all operations and activities of their college or school and function under the supervision of the Provost. Academic deans are eligible for administrative faculty appointment.

#### **1.4.2.3 Dean of Continuing Education**

The principal administrator of all off-campus services and programs; functions under the supervision of the Provost.

#### **1.4.2.4 Principal of the Pueblo School for the Arts and Sciences (PSAS)**

The principal administrator of the Pueblo School for the Arts and Sciences; functions under the supervision of the Provost.

#### **1.4.2.5 Dean of the University Library**

The principal administrator of library operations and activities; functions under the supervision of the Provost. The Dean of the University Library is eligible for administrative faculty appointment.

#### **1.4.2.6 Chief Technology Officer**

The principal administrator of the University's academic and administrative computing operations; functions under the supervision of the Provost.

#### **1.4.2.7 Director of Admissions, Records, and International Programs**

The principal administrator of the offices of Admissions, Records and International programs; functions under the supervision of the Provost.

#### **1.4.2.8 Director of Student Academic Services**

The principal administrator of the offices for student academic services; functions under the supervision of the Provost.

#### **1.4.2.9 Faculty Directors**

Members of the full-time ranked academic faculty who receive re-assigned time from teaching to administer programs under their jurisdictions. At the present time, Faculty Directors serve in the following capacities: Director of Research and Sponsored Programs.

#### **1.4.2.10 Department Chairs/Program Coordinators**

Department Chairs and Program Coordinators are full-time members of the ranked academic faculty or Charter School faculty who function under the general supervision of the Office of the Provost and maintain administrative responsibility as assigned by the administrative officers to whom they report.

### **1.4.3 Office of the Vice President for Finance and Administration**

#### **1.4.3.1 Vice President for Finance and Administration**

The principal administrator of the University's budget and fiscal operations. Supervises the Offices of Human Resources, Auxiliary Services, Facilities Management, and Financial Services; functions under the supervision of the

President.

#### **1.4.3.2 Director of Human Resources**

The principal administrator of the University's Human Resource programs and services; functions under the supervision of the Vice President for Finance and Administration.

#### **1.4.3.3 Director of Auxiliary Services**

The principal administrator of the University's Auxiliary programs and services; functions under the supervision of the Vice President for Finance and Administration.

#### **1.4.3.4 Director of Facilities Management**

The principal administrator of the University's facilities and grounds; functions under the supervision of the Vice President for Finance and Administration.

#### **1.4.3.5 Director of Budget and Finance/University Controller**

The principal administrator of the University's financial services and the controller; functions under the supervision of the Vice President for Finance and Administration.

### **1.5 Organizational Chart**

A current organizational chart, which may be amended from time to time without Board approval to reflect modifications implemented and authorized by the President, can be found at <http://www.colostate-pueblo.edu/facultysenate/facultyhandbook/pdf/AppendixA.pdf>.

## **CHAPTER 2 ADMINISTRATIVE/PROFESSIONAL PERSONNEL POLICIES**

This chapter becomes a part of every administrative/professional's employment except to the extent that an individual administrative/professional appointment is modified by mutual agreement in a specific provision. This chapter is the official statement of policies, obligations, responsibilities, rights, and privileges pertaining to administrative/professional staff. Other University policies related to administrative/professional employment are incorporated by reference into this chapter as so indicated. All administrative/professional staff are required to be familiar with and abide by the terms and provisions of this chapter as a condition of their employment with the University.

### **2.1 Administrative/Professional Terms of Employment**

All employment as an administrative/professional is at-will. Full-time or part-time at-will employment is solely within the discretion of the University and may be terminated by the University or the employee at any time, with or without cause.

This Handbook provides for the general terms and conditions of an employee's appointment while employed at Colorado State University-Pueblo. Specific terms and conditions, such as salary, type and term of appointment, will be communicated to the employee in writing or electronically. Employment agreements are subject to the approval of the President.

#### **2.1.1 Types of Appointments**

Administrative appointments provide employment that is solely within the discretion of the University and may be terminated by the University or employee at any time. Appointments may be regular full-time, regular part-time, temporary or interim. The term "regular" refers to a full-time or part-time administrative/professional position that describes duties expected to be on-going and consistent, included as part of a regular staffing pattern, are appointments based on a fiscal year of July 1 to June 30, and occupied by one person.

##### **2.1.1.1 Regular Full-time Administrative/Professional Appointments**

Regular full-time administrative/professional appointments are those administrative/professional positions whose customary, regular authorized work schedules require forty (40) or more hours in a workweek. These positions are benefits eligible.

##### **2.1.1.2 Regular Part-time Administrative/Professional Appointments**

Regular part-time administrative/professional appointments are those administrative/professional positions whose customary, regular authorized work schedules require at least twenty (20) hours but less than (40) hours in a workweek. These positions are benefits eligible.

##### **2.1.1.3 Temporary Administrative/Professional Appointments**

Temporary administrative/professional appointments are all part-time appointments of less than half-time (0.5 FTE). Temporary administrative/professional positions may also be utilized for full-time and part-time, non-regular, as needed appointments of less than twelve (12) months. Positions that are less than .5 FTE **are not** benefits eligible.

##### **2.1.1.4 Interim Administrative/Professional Appointments**

Interim administrative/professional appointments are positions previously held by full-

time employees, required to cover critical position duties during extended leaves or when a position is vacated due to resignation or termination, during an extended search, or during a period of time while the position is under review. The appointments shall not exceed one fiscal year without a formal search unless approved by the President. The Hiring Officer must submit a written request including rationale describing existing circumstances or conditions that warrant the need for an interim appointment to the appropriate Appointing Authority. Interim appointees may apply for the permanent position but will be given no additional consideration during the search because of the interim appointment. Interim appointments exceeding .5 FTE will be reviewed by the Director of Human Resources.

### **2.1.2 Definitions of Employment Terms**

For the purposes of the policies contained in this chapter, "academic year" shall mean that period of time encompassed by fall and spring semesters. "Fiscal year" shall mean **July 1** to the following **June 30**. "Calendar year" shall mean **January 1** through **December 31**. "Working day" shall mean any Monday, Tuesday, Wednesday, Thursday, or Friday during the calendar year that the University is officially open. Administrative/professional appointments, unless otherwise specifically defined in an individual appointment notice, shall be for a fiscal year and shall commence on July 1 and, unless otherwise terminated by either party, end on the following June 30.

### **2.1.3 Rank Qualifications for Administrative Faculty**

The qualifications for faculty rank for administrative faculty employed initially from outside the University shall meet or exceed those for academic faculty as stated in Section 2.3.1 of the Faculty Handbook.

### **2.1.4 Academic Faculty to Administrative Faculty**

Academic faculty who accept full-time administrative appointments move automatically to administrative faculty appointments (Section 2.2.2 of the Faculty Handbook) at the same rank classification held under the academic faculty contract. Tenure contract academic faculty retain tenure while holding administrative faculty appointments. Probationary contract academic faculty who accept administrative appointments cease progress toward tenure and become subject to administrative non-reappointment provisions. Administrative faculty shall be employed by administrative appointments and under the terms and conditions of this Administrative/Professional Handbook.

### **2.1.5 Administrative Faculty to Academic Faculty**

Tenure contract administrative faculty, upon cessation of an administrative appointment, shall automatically receive tenure contract academic faculty appointments at their assigned rank and at a salary determined by the policy on salary administration (Section 2.12.1.3 of the Faculty Handbook).

The reassignment of an administrative faculty member to an academic faculty position shall not, because of such reassignment, result in a reduction in force of tenure contract faculty in the degree or program area to which the administrative faculty member is assigned. Non-tenured administrative faculty who leave for any reasons from administrative appointments, if they previously held probationary contract academic faculty appointments at the University, may return to probationary academic faculty appointments upon recommendation to the Dean and Provost by the appropriate Department Chair, in consultation with the faculty in the degree or program area. If the President grants approval, the individual shall hold a

probationary academic faculty contract and shall continue progress toward tenure in accordance with the provisions of Section 2.10 of the Faculty Handbook. Individuals employed initially as administrative faculty without tenure shall not be considered for academic faculty positions except by participation in a search and screen process for an authorized vacancy. In all cases, administrative faculty who change to academic faculty positions are expected to demonstrate currency in their discipline areas.

## **2.2 Basic Responsibilities of Administrative/Professional Staff**

### **2.2.1 Adherence to University Policies**

As employees of the University, administrative/professional staff are expected to adhere to official University policies as published in this Administrative/Professional Handbook, the University catalog, or otherwise promulgated by the Board of Governors.

The University assumes responsibility to provide correct copies of this Administrative/Professional Handbook and the University catalog to administrative/professional staff.

### **2.2.2 Code of Ethics for Administrative/Professional Staff**

Each administrative/professional staff at Colorado State University-Pueblo shall:

- 1) serve the public with respect, concern, courtesy and responsiveness;
- 2) demonstrate the highest standards of personal integrity, truthfulness, and honesty and inspire public confidence and trust in the University and the CSU System;
- 3) recognize that personal gains from public service are limited to respect, recognition, salary and normal employee benefits;
- 4) not use public service to bestow any preferential benefit on anyone related to the public official by family, business or social relationship;
- 5) not disclose or use or allow others to use confidential information acquired by virtue of University employment for private gain;
- 6) not accept any fee, compensation, gift, payment of expense, or any other thing of monetary value, under circumstances in which the acceptance may result in or give the appearance of: (a) an undertaking to give preferential treatment to any person; (b) any loss of complete independence or impartiality; or (c) the making of a governmental decision outside official channels;
- 7) not engage in outside employment unless the outside employment is disclosed to the President of the University and the employee's Appointing Authority and the outside employment does not interfere with the performance of the University duties;
- 8) not use State time, property, equipment or supplies for private gain;
- 9) not knowingly engage in any activity or business which creates a conflict of interest or has adverse effect on the confidence of the public in the integrity of the University;
- 10) support equal access and employment opportunities in the University by all citizens regardless of race, color, national origin, sex, age, or disability.

## **2.3 Official Personnel Files**

The official personnel file for each administrative/professional employee shall be maintained by the University in accordance with state law. Applicable provisions of Colorado public records laws shall govern access to the personnel file. Following severance for any reason, personnel files shall be maintained in accordance with Schedule 8 of the Colorado State Archives Records Management Manual, which may be amended from time to time.



## **2.4 Conflict of Interest**

The Board of Governors has declared that public employment is a public trust, and any effort to realize personal gain through official conduct, other than as compensation set through established processes, is a violation of that trust. All decisions of the Board of Governors, the University, and an individual staff member in their administrative/professional role are to be made solely on the basis of a desire to promote the best interests of the institution.

### **2.4.1 Disclosure Responsibilities**

In the event the administrative/professional staff shall be called upon to consider a transaction involving the University and an organization with which a member of the administrative/professional staff is "affiliated," such administrative/professional staff upon receiving knowledge of the transaction shall:

- a. disclose fully the precise nature of interest or involvement in such transaction and/or such organization; and
- b. refrain from consideration of the proposed transaction if it is determined that a conflict of interest exists.

### **2.4.2 Definitions**

A person covered by this conflict of interest policy is affiliated with an organization if he or she or a member of his or her immediate family:

- a. is an officer, director, trustee, partner, agent or employee of such non-governmental organization; or
- b. is either the actual or beneficial owner of more than 5% of the stock or controlling interest of such non-governmental organization; or
- c. has any other direct or indirect dealings with such non-governmental organization from which he or she knowingly is materially benefited. For purposes of this subparagraph, it shall be presumed that a person is "materially benefited" if he/she receives, directly or indirectly, cash or other property (exclusive of dividends and interest) in excess of \$1000 in any year in the aggregate.

### **2.4.3 Examples**

The University possesses both tangible assets, such as buildings and equipment, and intangible assets, such as its reputation and prestige. Examples of potential conflict of interest include, but are not necessarily limited to:

- a. the initiation or orientation of an administrative/professional staff's use of University resources to serve the needs of a private firm or public agency without approval of the University;
- b. transmission to a private firm or use for personal gain of the information, records, results, materials, or products which have been acquired through University research or employment when such discoveries are not made generally available;
- c. failure to inform the appropriate officer of the University about licensing agreements and inventions in which the University might have an equity;

- d. the use of University resources in consulting without referring to the appropriate administrative office the question whether appropriate costs should be defrayed by the outside agency;
- e. the use of students, without recompense from salary or academic credit, for work on behalf of an outside agency;
- f. the use of the University's name, facilities, or equipment for personal purposes, or for which the employee receives remuneration for private gain;
- g. personal use of University resources to support political candidates or non-profit organizations even though not for remuneration;
- h. the purchase of major equipment, instruments, or supplies for University use from a private firm with which the employee is affiliated;
- i. negotiation or influence upon the negotiation of contracts between the University and outside organizations with which an employee has consulting or other significant relations of material benefit to the employee;
- j. hiring of members of their immediate family by employees;
- k. certain types of outside employment as offers of employment involving assignments that have the potential to compromise the institutional position of the administrative/professional staff member;
- l. performing work for clients for pay when the work in question falls within the regular assignment of the administrative/professional staff;
- m. any outside relationships that conflict with the responsibilities of the administrative professional staff;
- n. consulting relationships involving activities with the potential to compromise the institutional position of the administrative/professional staff member;
- o. financial interests in companies and other kinds of organizations doing business with the University; and
- p. financial gain to the individual that results from involvement in University decisions.

#### **2.4.4 Procedures for disclosing of Conflict of Interest**

- a. As part of every new employee orientation, administrative/professional employees will be required to complete the "Conflict of Interest Policy – Disclosure Form". The form shall indicate any and all activities or projects currently in progress or planned, which have the potential for interpretation as a conflict of interest. In addition, the form shall be submitted at any time during the year prior to engaging in activities that have the potential for interpretation as a conflict of interest.
- b. If the employee has nothing to disclose at the time of initial orientation, the form will be retained as part of the official personnel file.
- c. If the employee indicates a potential conflict of interest during initial orientation or at any time during employment, the form will be completed at that time and

forwarded to the immediate supervisor for review. The supervisor will review the information provided and may request additional information if necessary. The supervisor shall then render, on the form, an opinion indicating whether there is a conflict of interest.

- d. If the immediate supervisor determines that a potential conflict of interest exists, a memorandum identifying recommended action to eliminate the potential conflict will be attached to the form and forwarded to the appropriate Dean or Director for review.
- e. The appropriate Dean or Director shall review the submitted materials and render, on the form, an opinion. If necessary the Dean or Director will discuss the potential conflict with the employee to arrive at an agreement, which will eliminate and avoid any conflict. Such an agreement shall be in writing and shall be signed by the Dean or Director and the employee. This agreement shall be submitted to the appropriate appointing authority for final approval. If no agreement can be reached between the Dean or Director and the employee, it will be forwarded to the appointing authority for final resolution.
- f. The appointing authority shall review the submitted materials and may consult with University Counsel regarding the potential conflict and any agreements made at the previous step. The appointing authority shall issue a written decision, on the form. This may include appending any agreement reached by the Dean or Director and employee. If no agreement had been reached, then the appointing authority shall issue a written decision that may include steps to be taken to eliminate the potential conflict.
- g. Administrative/professional employees who disagree with the appointing authority decision may submit a grievance in accordance with the provisions of Section 2.8.
- h. Disclosure forms shall be permanently maintained in the official personnel files.
- i. If a known conflict of interest occurs, administrative/professional staff shall be governed in their responsibilities for disclosure by statute (Section 2.3.5).

#### **2.4.5 Sanctions by Statute**

Sanctions covering conflict of interest by the state of Colorado are cited in the Colorado Revised Statutes, Section 18-8-308, "Failing to disclose a conflict of interest":

- a. "A public servant commits failing to disclose a conflict of interest if he [or she] exercises any substantial discretionary function in connection with a government contract, purchase, payment, or other pecuniary transaction without having given seventy-two hours actual advance written notice to the secretary of state and to the governing body of the government which employs the public servant of the existence of a known potential conflicting interest of the public servant in the transaction with reference to which he is about to act in his official capacity.
- b. A potential conflicting interest exists when the public servant is a director, president, general manager, or similar executive officer or owns or controls directly or indirectly a substantial interest in any nongovernmental entity participating in the transaction.
- c. Failing to disclose a conflict of interest is a class 2 misdemeanor."

## 2.5 Salary Administration for Administrative/Professional Staff

“Salary” is defined as the dollar amount specified in the appointment notice as the compensation provided for services rendered. The President is responsible for approving the salaries and salary adjustments and increases as recommended by the Appointing Authority of an administrative/professional employee. Administrative/professional employees are not authorized to be paid overtime unless designated as eligible by the Human Resources Office in accordance with the Fair Labor Standards Act (FLSA).

## 2.6 Leave

### 2.6.1 General Information

Employees should refer to the Leave Use and Reporting Procedure on the HR Website at <http://www.colostate-pueblo.edu/hr/policies/index.asp> for specific details regarding leave.

### 2.6.2 Annual Leave

Administrative/Professional staff hired prior to July 1, 2003 earn 16 hours per month, pro-rated for part-time employment based on percent of appointment, with a maximum accrual that may be carried forward to the next fiscal year of 384 hours, also pro-rated for part-time employment. Employees hired after July 1, 2003 earn 16 hours per month, pro-rated for part-time employment, with a maximum accrual that may be carried forward to the next fiscal year of 200 hours. Effective July 1, 2005, leave will continue to accrue throughout the fiscal year, even if it is in excess of the maximum that may be carried forward. Leave earned above the maximum accrual rate that may be carried forward to the next fiscal year and not taken by June 30<sup>th</sup> is forfeited.

Administrative/Professional employees on less than 0.5 FTE appointments, temporary staff, or hourly employees do not earn annual leave.

Annual leave does not accrue during leave without pay or unauthorized absence.

#### 2.6.2.1 Payment of Accrued Annual Leave

Payout of annual leave at the time of termination or resignation will not exceed the maximum accrual rate of 384 or 200 hours respectively. A “Request for Leave Payout” form must be completed and verified by the supervisor before final payment for accrued leave can be made.

### 2.6.3 Sick Leave

Medical certification may be required for any absence of more than three consecutive business days in order for the University to ensure compliance with the Family Medical Leave Act.

Administrative/Professional staff earn 10 hours of sick leave per month with a maximum accrual of 720 hours. This time may be used for personal or immediate family illness, non-occupational injury or doctor appointments that occur during regularly scheduled workdays. “Immediate family” is defined as a spouse, children, or parent. **Payout of sick leave is not available.**

### **2.6.3.1 Family Medical Leave Act (FMLA)**

FMLA is a federal requirement and may be changed from time to time requiring the University to implement those changes. Changes made at the federal level and implemented by the University do not require further Board action.

Human Resources should be immediately notified of any situation that MAY qualify under FMLA. Eligible employees are those who have worked for CSU-Pueblo and/or the state for 12 months prior to the FMLA request. Leave is granted for a serious health condition of the employee or immediate family member (spouse, child, or parent), birth/adoption of a child, placement of a child in foster care.

FMLA grants up to 520 hours of leave. Leave is paid if the employee has a sick or annual leave balance, otherwise it is unpaid leave. Intermittent leave is permitted. All FMLA leave requires medical certification. Fitness to return certification may be required for an employee's condition.

Request for FMLA leave requires designation by Human Resources and medical certification that the condition qualifies under the FMLA law. The need for FMLA leave should be requested as far in advance as possible but not later than three days after leave has started. Supervisors of employees requesting FMLA leave shall refer the employees to Human Resources and notify Human Resources of the possible need for the leave.

**All employees must contact Human Resources for specific instructions on the use of FMLA. All potential FMLA situations and sick leaves of three days or more must be reported to Human Resources.**

### **2.6.4 Holiday Leave**

The State of Colorado grants 10 paid holidays per year. Colorado State University – Pueblo adheres to an alternate holiday schedule, which is available on the HR Website at <http://www.colostate-pueblo.edu/hr/holiday/index.asp>. Should an employee terminate their employment with the University, there will not be a payout adjustment for holidays not taken during the fiscal year. No requests are necessary for holiday leave.

### **2.6.5 Funeral/Bereavement Leave**

Administrative/Professional staff may request funeral leave not to exceed five (5) working days without the loss of pay to make arrangements for/or attend the services of family members or others. A supervisor or Appointing Authority shall determine the amount of time to be granted based upon the travel distance, the mode of transportation, and the employee's relationship to the deceased. This type of leave may not be used for the purpose of settling an estate. An Appointing Authority may approve the entire 40 hours for a close family member even if funeral activities do not require this full amount of time.

Administrative/Professional staff may also request leave not to exceed one (1) working day without loss of pay to attend services for a member of the University Community or close friend.

### **2.6.6 Military Leave**

Military Leave is granted in accordance with State and Federal Guidelines. Military leave requests must be accompanied by official military orders. Members of the National Guard or Reserves are granted 15 working days per calendar year for annual training or encampment. Appointing Authority signature is required on the leave request. Please contact Human Resources if you will be in this situation.

### **2.6.7 Jury Leave**

Employees are granted leave with pay for periods required to serve on jury duty. Compensation received for this service is no longer required to be relinquished to the University. A copy of the Jury Service from the Jury Commissioner must accompany the leave request. Appointing Authority signature is required on the leave request.

### **2.6.8 Civil Duty Leave**

Employees who are officially subpoenaed or summoned to involuntarily appear in a judicial forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance during regularly scheduled working hours, shall be entitled to receive leave with pay for a period of time necessary for such appearance if the appearance may not be reasonably accommodated by rescheduling the employee's work hours, as determined by the University. Employees must provide written proof that they have been called to testify and that the entity requiring the appearance has the authority to request such an appearance in order to qualify for this type of leave. This information must be provided to the Appointing Authority with the leave request and both must be forwarded to Human Resources after being signed by the Appointing Authority. Civil Duty Leave shall not be granted for appearances as an expert witness for a party to litigation. Civil Duty Leave must be approved in advance by the Appointing Authority. Civil Duty Leave is not deducted from the employees sick or annual leave balances.

### **2.6.9 Leaves Without Pay**

Requests for leave without pay require Appointing Authority approval and may require Board approval.

### **2.6.10 Administrative Leave**

Administrative leave may be granted for specific circumstances and must be approved in advance by an Appointing Authority. This type of leave is based on individual circumstances. The Appointing Authority will be responsible for determining which circumstances warrant the approval of Administrative Leave and whether it will be paid or unpaid.

An appointing authority may grant administrative leave with pay to attend approved meetings or conferences which are for the good of the state.

In the case of an emergency where the University may be forced to close for part or all of a scheduled work day, administrative leave shall be granted by Appointing Authorities. Employees will be notified by the University officials over the local radio stations, television stations, e-mail or notified by telephone. Unless a closing announcement is made in this manner, the University will be open. See Section 3.7 for further details.

### **2.6.11 Injury Leave**

Employees who are injured or suffer an illness on the job are covered by Worker's Compensation Law. Please refer to the Worker's Compensation link on the Human Resources Website or contact the Office of Human Resources for further information.

### **2.6.12 Scheduling Leave**

Leave must be used responsibly and requires advance approval of the leave request, when foreseeable, by the supervisor. Leave that is not foreseeable (i.e. illness, accident, etc.) still requires a request be submitted immediately upon the employee's return and be signed and approved by the supervisor. Employees should refer to the Leave Use and Reporting

Procedure at the following website for specific information on leave procedures:  
<http://www.colostate-pueblo.edu/hr/policies/index.asp>.

### **2.6.13 Leave Transfer/Reinstatement**

Administrative/Professional staff may request the transfer of annual and sick leave earned while employed by another state agency. Leave transfers are not a right, will only be considered from other recognized state agencies and must be approved by the Appointing Authority or President. Annual leave transfer will under no circumstances exceed forty (40) hours. No leave will be transferred from a non-state entity without the specific approval of the President.

Reinstatement of leave for employees who had prior service at the University will be reviewed on an individual basis. Leave balances must be able to be verified from the previous employment in order to be considered. Under no circumstances will leave be both transferred and reinstated for the same employee.

## **2.7 Supervising Responsibilities**

As an administrative/professional employee, the responsibility of supervising other employees may be necessary. Administrative/professional employees may be required to supervise other contracted employees, classified employees, non-student hourly employees, or students.

### **2.7.1 Administrative/Professional Employees**

Administrative/Professional employees are at-will and employment may be terminated at any time. There shall be no expectation of continued employment and no promise of such will be binding. However, the University recognizes that the success of its employees is critical in order to meet its goals and serve the community as an educational institution. As such, administrative/professional employees who are required to supervise other employees shall work to provide the opportunity for success. This includes consideration of appropriate development activities as well as utilization of performance management principles.

#### **2.7.1.1 Performance Expectations and Assessment**

Performance expectations will be communicated in various forms, both written and verbal, to employees throughout the year. Assessment will be formally conducted on a yearly basis. Performance management should include on-going communication and documentation. Supervisor should consult with Human Resources on performance related issues, documentation, and assessment.

#### **Year-End Evaluation**

Before April 30 of each year or as often as deemed necessary, the supervisor and employee meet to discuss final performance ratings. The supervisor and next level supervisor shall sign the performance evaluation form prior to reviewing it with the employee. The supervisor shall record the justification of the overall rating and any topics covered with the employee. The employee may add remarks regarding the evaluation in the space provided. If more space is needed by the supervisor or the employee, additional sheets may be attached. A written rebuttal by the employee will be attached to the evaluation for inclusion in the personnel file. A rating of unsatisfactory on any factor will require that the supervisor consider a performance improvement plan to address the deficiency. An overall rating of unsatisfactory may result in disciplinary action up to and including termination. Administrative/Professional staff have no right to progressive discipline and may be terminated by the appointing authority as deemed appropriate.

## **Performance Evaluation Dispute**

Employees who can document factual errors in the evaluation may submit a request for review to the supervisor and appropriate appointing authority. Only factual errors may be reviewed and the appointing authority will not substitute their judgment for that of the supervisor. The decision of the appointing authority is final.

### **2.7.1.2 Injury on Duty (IOD)**

If an employee is injured while on duty, it is the employee's responsibility to notify the supervisor immediately. If medical attention is needed, Colorado Center for Occupational Medicine (CCOM) is the ONLY provider designated by the University. CCOM is located at 1825 W. Highway 50, Pueblo, CO. Employees are required to utilize CCOM in order to have their medical expenses covered by Worker's Compensation Insurance.

The injured employee's supervisor is required to submit a "First Report of Injury" form with the details of the injury, illness, or disease to the Human Resources Office upon notice of injury but no later than four (4) days of the injury

## **2.7.2 Student Employees**

### **2.7.2.1 Request for Student Employee**

Departments seeking student workers must obtain a "Student Referral" forms from the Student Financial Services Office.

### **2.7.2.2 Performance Evaluations**

At the end of each semester, student evaluations are completed and returned to the Student Financial Services Office. An evaluation must be done when a student is given a raise, is terminated, is transferred, or is graduated. Contact the Student Financial Services Office for specific information regarding student employment.

### **2.7.2.3 Time Sheets**

Time sheets are completed and submitted to Payroll on a monthly basis, no later than the third business day of each month. It is the responsibility of the student to maintain a time sheet. The immediate supervisor reviews the time sheet for accuracy, and signatures of the supervisor and employee are required on the document.

### **2.7.2.4 Leave Requests- Not applicable**

### **2.7.2.5 Injury on Duty- Same as for Administrative/Professional employees**

## **2.8 Fringe Benefits**

### **2.8.1 Orientation**

Orientation begins on the first day of employment. All new employees shall report to Human Resources on their first day to complete paperwork required by federal and state law. This is also required in order to receive access to the University's Computing Resources.

In addition to the required employment paperwork that must be completed on the first day of



employment, new employees will also be required to attend a detailed orientation/benefits briefing. The Human Resources staff shall conduct orientation/benefits briefings at regularly scheduled times. A Human Resources representative will discuss benefits, procedures, and policies during these meetings. Failure to attend a benefits briefing will result in the employee being enrolled in default medical and dental coverage as well as a default retirement plan.

Temporary employees are also required to report to Human Resources on their first day of employment to complete required paperwork. Temporary employees are not eligible to receive benefits and will not be required to attend the comprehensive orientation/benefits briefing. Temporary employees may complete the required paperwork at the time they sign their appointment letters, all of which should be done prior to or on the first day of employment.

### **2.8.2 Payroll**

Payday is the last working day of each month. Currently there is an exception for the June payroll, which is paid the first working day of July. Other dates may change pursuant to state law, which will be communicated to employees. All employees are required to participate in Direct Deposit. An employee's first paycheck shall be obtained at the University's cashier window; thereafter, paychecks are deposited directly to an employee's bank of choice. During orientation, each employee shall complete a direct deposit form. The Payroll Office will provide a verification of deposit by inter-campus mail.

### **2.8.3 Workers' Compensation**

An employee that has been injured on the job or has sustained a work-related illness or disease is eligible for compensation and medical benefits as provided by the workers' compensation laws.

All work-related accidents and illnesses must be reported without delay to the immediate supervisor. The injured worker, and the supervisor, must complete the appropriate report of injury forms (available on the Human Resources Website at: <http://www.colostate-pueblo.edu/hr/workerscompensation/index.asp> or in the Human Resources Office) no later than four (4) working days after the accident. CSU-PUEBLO has designated Colorado Centers for Occupational Medicine (CCOM) as the ONLY provider for non-emergency work related injuries. CCOM is located at 4112 Outlook Boulevard, Pueblo, CO. The Human Resources Office will contact CCOM to make arrangements for treatment. Employees must provide the Return To Work form to the Human Resources office and the immediate supervisor upon return from treatment. The supervisor and Human Resources staff will evaluate any temporary restrictions and temporarily adjust the employee's duties as appropriate.

In the event of a life or limb-threatening emergency, the injured employee will be transported to the nearest emergency medical facility. **However, follow-up care MUST BE provided by the Centura Centers for Occupational Medicine.**

If an employee is injured outside of the normal CCOM business hours (8:00 a.m. to 5:00 p.m. Monday through Friday), they should seek treatment at the St. Mary-Corwin Medical Center, 1008 Minnequa Avenue, Pueblo, CO. Employees should report to the Emergency Room to receive treatment. A Return To Work form is still required.

If an employee is treated by any medical provider, other than the designated providers listed above, the employee will be responsible for payment of such treatment.

### **2.8.4 Health Insurance**

It is the policy of the University that all .5 and above FTE employees have health insurance

coverage. Thus, several health insurance plans are available through the University's participation in the Colorado Higher Education Insurance Benefits Alliance (CHEIBA). Employees (.5 and above FTE) must enroll for medical insurance unless they waive coverage by providing evidence of coverage under another group plan. If coverage is waived, Dependent coverage and Dental coverage is also waived. Failure to make an election within 30 days of the first day of work will result in the employee being automatically enrolled in the Custom Plus plan. Premiums on default coverage will be deducted on an after-tax basis. Changes to the medical plans may only be made during open enrollment or when there is a qualifying status change. For specific information on medical plan benefits and premiums, employees should review orientation materials or contact the Human Resources Office.

### **2.8.5 Dental Insurance**

Enrollment in a dental plan is also mandatory for .5 and above FTE employees and available through the University. Employees may not waive dental coverage unless they also waive medical coverage as defined above. Failure to make an election within 30 days of the first day of work will result in the employee being automatically enrolled in the Anthem Blue Dental PPO Plus Plan. Premiums will be deducted on default coverage on an after-tax basis. Changes to the dental plans may only be made during open enrollment or when there is a qualifying status change. For specific information on dental plan benefits and premiums, employees should review orientation materials or contact the Human Resources Office.

### **2.8.6 COBRA**

Federal law was enacted on April 7, 1986, requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health and dental coverage at group rates. Employees that terminate employment have the opportunity to continue health coverage for 18 months. Dependant children, already covered through one of the plans, may continue coverage for 36 months. The employee will be responsible for the total premium plus a processing fee.

### **2.8.7 Life Insurance**

Enrollment in a basic term life insurance plan is mandatory for University employees. Life insurance is offered through a plan selected by the University and the cost is shared between the employee and the University. A matching amount of accidental death and dismemberment (AD&D) coverage is included in the plan. Additional life and AD&D insurance plans are offered at a group rate. Please refer to your orientation information for further explanation or contact the Human Resources Office.

### **2.8.8 Long-Term Disability Insurance**

Enrollment in long-term disability insurance is mandatory for University employees and is provided at no cost to the employee. This policy will pay 66 2/3% of basic monthly earnings up to a maximum monthly benefit of \$7000 if an employee is unable to work because of a disability. The plan is payable on the 91<sup>st</sup> day of the disability if Standard Insurance so deems and after all accrued sick leave has been used. Employees who are vested with PERA are also eligible for the PERA disability program. Refer to your orientation information, or contact the Human Resources Office for more information.

### **2.8.9 Vision Insurance**

A voluntary vision insurance plan is offered through the University. Please refer to your orientation information for the current providers available and rates, or contact the Human Resources Office.

### **2.8.10 Flexible Spending Accounts**

The University offers the following reimbursement accounts to employees who wish to have eligible expenses deducted from their salary on a pre-tax basis:

Dependent Care Reimbursement Account  
Health Care Reimbursement Account

This program is available at no cost to the employee through Denver Reserve. It includes an optional debit card for a yearly fee paid by the employee.

### **2.8.11 Defined Contribution Plan**

University employees do not contribute to Social Security and receive no Social Security Credit while employed at the University. Employees hired after March 1, 1986 do contribute to Medicare and are Medicare eligible. The State Board of Agriculture (SBA) established the Colorado State University-Pueblo Defined Contribution Plan (DCP) Optional Retirement Plan (ORP) for retirement for all employees on May 1, 1994. Plan contributions are invested, at the direction of each employee, in one or more plans available. All employee contributions to the Plan are taken on a tax deferred basis so as not to be included in the employee's gross income for federal tax purposes.

All new employees are required to enroll in the University's DCP. If a new or current employee has an existing account with the Public Employee Retirement Association (PERA) and one year of PERA service credit, he/she may continue with that retirement plan. Otherwise, enrollment with one of the DCP's retirement carriers is required. Additional voluntary tax deferred retirement are available. Enrollment information is available in the Human Resources Office.

### **2.8.12 Travel Insurance**

University employees are covered by Hartford Insurance while traveling for the University. The policy pays a maximum Accidental Death and Dismemberment benefit of \$100,000 if the accident results in death or dismemberment as defined by the plan. This insurance is offered at no cost to the employee. For specific information regarding this insurance, please see the benefit booklet or contact the Human Resources Office.

### **2.8.13 Tuition Reimbursement Program**

CSU-Pueblo provides a tuition reimbursement benefit for eligible employees. Employees are eligible to enroll in a maximum of six (6) credit hours in any fiscal year as a full-time employee and a maximum of three (3) credit hours in any fiscal year as a part-time employee. Administrative leave may be granted at the discretion of the supervisor and appointing authority to take courses during normal work hours if the class is job related. If the course is not required, administrative leave may not be granted. A request for tuition reimbursement may be denied if the time requested is excessive, the work load is too heavy, employee performance is below standard, the employee is the only staff member on duty during the requested time, or the employee had excessive absences over the year. Reimbursement is provided after successful completion of the course. If an employee is not full-time, the tuition reimbursement will be prorated.

### **2.8.14 Colorado State Employees Assistance Program (C-SEAP)**

C-SEAP is a program designed to provide employees and their family with free, confidential, short-term counseling, referral, and assistance in times of need. C-SEAP can help with problems relating to the job, stress, drug or alcohol abuse, finances, relationship or family issues, grief, and legal questions. C-SEAP may be contacted directly at 1-800-821-8154.

### 2.8.15 Student Health Services

For a fee charged each semester, an employee may use the Student Health Services for minor illnesses and routine services. Contact Student Health Services (located in the University Center) for details on services offered.

### 2.9 Grievance Procedures

The grievance procedure is intended to find resolution of employee issues at the lowest level and is intended to provide the opportunity to resolve issues at each level of the reporting structure. It is not intended to be adversarial or punitive. Grievances may only be filed for alleged violation, misinterpretation or inconsistent application of established rules, practices, procedures, policies or laws. Allegations of discrimination, including harassment and retaliation under federal or state law, should be directed to the Office of Affirmative Action/EEO and Campus Diversity.

**Step 1 – Informal:** The first step in this process begins with an informal discussion with the direct supervisor, or if the grievance is against the direct supervisor, the second level supervisor. This discussion is intended to identify the specific issue and identify potential solutions.

**Step 2 – First Formal Step:** If an employee and supervisor are unable to reach an acceptable solution during the informal step, an employee may submit a written grievance within 10 business days of the action or the informal discussion to the supervisor, second level supervisor (if applicable) and the Dean or Director. This written grievance must include the following items:

1. A clear and concise statement of the nature of the grievance.
2. A citation of the official policy, procedure, rule, practice or law alleged to have been violated (document the source if possible).
3. The alleged violation or reason.
4. The reason for dissatisfaction with the decision made at the informal level.
5. A statement of the desired remedy.
6. Any pertinent information regarding the situation.
7. Signature and date of the submission.

The Dean or Director, in consultation with the second level supervisor when applicable, will review the submitted materials, speak with appropriate personnel, review any additional information relevant to the grievance and conduct a meeting with the employee. Within five business days of the meeting with the employee, the Dean or Director will issue a written decision.

**Step 3 – Appeal of Dean’s or Director’s Decision:** An employee may file an appeal within 5 business days of receipt of the Step 2 written decision to the appropriate Vice President. The Vice President shall conduct a meeting with the employee within 10 business days of receipt of the appeal. The Vice President will consider only information and issues included in the original written grievance in Step 2. The Vice President shall issue a written decision within 10 business days of the conclusion of the meeting.

**Step 4 – Final Appeal:** An employee may file an appeal within 5 business days of receipt of the Step 3 written decision to the President. The President may only consider those issues included in the original grievance. The President will issue a written decision within 15 business days of receipt of the appeal. The President’s decision is final.

**Note: All timelines may be waived or modified if agreed to by each party and/or in the best interest of resolving the issue.**

## **2.10 Resignation**

Administrative/Professional personnel who intend to resign their positions shall submit a written letter of resignation to their supervisor and appointing authority with a copy provided to the Human Resources Office. Administrative/Professional employees should give the institution thirty (30) days notice of their resignation. A resignation may be rescinded only if the employee and the appointing authority mutually agree.

## **CHAPTER 3 FREQUENTLY USED SERVICES**

### **3.1 Mail Procedures**

During regular business hours, both inter-campus and U.S. mail are delivered to and picked up from various locations on campus daily. Each office is responsible for ensuring mail is picked up from these locations and distributed to individual offices and staff. The University's central mail facility is located in the Facilities Management Building. Services available at the mailroom include stamp sales, Express Mail, Federal Express, package mailing, and insured, registered, and return receipt requests.

The University Mail Services Office is responsible for the receipt, delivery, and dispatch of U.S. mail and inter-campus mail for the University. The receipt of personal mail is prohibited for employees as is the distribution of unauthorized handouts, flyers, or pamphlets of non-campus solicitors or vendors. Exceptions may be made on a temporary and/or case-by-case basis by contacting Human Resources.

It shall be the policy of Colorado State University - Pueblo that no non-campus agent, representative, or vendor shall be authorized to sell or solicit sales of its products or services, solicit donations, or distribute or post advertisements, flyers, or other material except through regular sales outlets such as the Bookstore. Exceptions may be made for (a) national or local charitable drives or other purposes authorized by the University; (b) approved notices posted by employees or students on authorized bulletin boards; (c) solicitation of membership or dues for authorized University organizations; and (d) University authorized tax shelter annuity representatives and must be approved by the Office of Human Resources. Unauthorized vendors or solicitors shall be reported to the University Police Department.

Postage is provided through departmental budgets for mail dealing with University business. All University mail to be metered should have a complete return address including the appropriate departmental charge number. Mail to be metered should be in the mailroom by 3:00 p.m. Envelopes of different sizes are available for both inter-campus mail and U.S. mail in the departmental or college offices.

### **3.2 Shipping and Receiving**

The Shipping and Receiving Office functions as the University's central warehouse. It receives all ordered materials including UPS deliveries, but excluding other mail, and stores and inventories the University's capital outlay items.

When materials that have been ordered by a department reach the campus, the Shipping and Receiving Office accepts the order, records the delivery, and delivers the items to the requesting department. A responsible individual in the department must sign for the items, and the individual who initiated the order is responsible for checking to ensure the order is complete and the items are in good working condition.

The Shipping and Receiving Office will send out official University UPS packages upon request.

#### **3.2.1 Inventory Control**

The Shipping and Receiving Office maintains an inventory of all movable University equipment valued at \$5,000.00 or more. When such equipment is delivered to the University, staff attach an identifying state sticker, provide a number, and add the item to the inventory list. All such equipment throughout the University is checked annually by department and with the assistance of property control.

### **3.3 Copying Procedures**

Every building has one or more copy machines for employee business use. Individual departments and/or colleges have established procedures and policies for the use of these machines. In general, bulk copying should be handled by the copy center located in the Bookstore in the Occhiato University Center (Section 4.5.3). Employees should be aware of the rules governing the use of copyrighted materials. Employees should check with their Dean or Director for particulars regarding departmental and/or college copying procedures.

### **3.4 Travel Policies and Procedures**

Employees traveling on University business should be aware of the policies and procedures governing such travel. All travel, whether or not the employee is compensated for same, should be pre-approved because of insurance considerations. Travel request forms (TRAF) for both in-state and out-of-state travel are available from departmental secretaries. Once completed, the request forms must be approved by the Dean or Director. Requests should be turned in early enough so the approval process can be completed before the travel occurs. International travel requires the Provost's or Vice President for Finance and Administration's prior approval. Employees should refer to the CSU-Pueblo Travel Information Website at <http://www.colostate-pueblo.edu/Purchasing/CSU-PuebloTravelInformation/> for most current updates and specific details regarding travel.

Travel requests may be for less than the total cost of the trip when the employee pays what the University does not cover. Compensated travel items covered include transportation, meals, lodging, and required registration fees. If employees choose to drive their own vehicle, compensation is provided on the current state approved per mile rate or the price of coach airfare, whichever is less. For travel within the state, a mileage chart is used to determine the mileage that will be paid. Presently, meals are compensated at various rates throughout the state as well as out of state depending on the metropolitan area in which you are traveling. Check with your Dean or Director for the latest rates. Detailed receipts are required for meals if you are requesting the maximum per diem rate established by the State Controller, except that travelers may be reimbursed for up to a maximum of \$25 per day (including tip) without meal receipts. Corporate credit cards (US. Bank) are available for employees who do a considerable amount of traveling and are approved by their Dean or Director.

The traveler should complete a travel reimbursement form within seven (7) days after returning from the trip whether they are receiving money or not. The reimbursement form should be signed by the supervisor and turned in to the Accounting Office. A travel reimbursement form is not required if the trip was not charged to the University.

Funds available for travel and the allocation of such funds vary from department to department and from college to college. Employees considering travel should consult with their Dean or Director. Details on travel are available from the Controller or Purchasing Department.

### **3.5 Payroll Procedures and Cashier Services**

All employees are paid on a monthly basis on the last working day of each month with the exception of June, which is paid on the first working day of July.

In compliance with fiscal rules, all new employees are required to participate in the direct deposit program. Beginning with the second paycheck received, paychecks are transferred electronically each month to each individual's bank account. Each new employee should fill out the appropriate form in the Human Resources Office and provide a deposit slip from his/her bank within the first few days of employment. The Payroll Office assists employees with changes in W-4 withholding and sign-ups for voluntary withholding, such as payroll deductions for charitable donations (i.e., CSU-Pueblo Foundation, Athletics, etc.) and tax-sheltered annuities.

Employees may cash personal checks for sums up to \$100.00 at the cashier's window.

### 3.6 Purchasing Procedures

The mission of the University Purchasing Office is to assist with the acquisition of materials and services necessary for the functioning of the University. The Director of Purchasing has the responsibility to assure that all departments are in compliance with all applicable federal, state and University requirements. All requests for materials or services should be processed through the Purchasing Office. Employees should refer to the CSU-Pueblo Purchasing Website at <http://www.colostate-pueblo.edu/Purchasing/> for specific information on purchasing procedures.

Equipment, materials, or services may be obtained in a variety of ways, including by inter-departmental voucher, purchase, lease, contract, and reassignment of surplus or excess property. Equipment, materials, and services are usually charged against fund accounts for the fiscal year in which they are received. Deans and Directors are responsible for determining that funds are available and authorized for all requests and that the appropriate procedures and documents are used.

A purchase requisition is the appropriate document to be used to order equipment, materials, and services and should contain all the necessary information including the specific authorized account which should be charged with the purchase. Any good/service that has a cost of \$1,500 or more requires a quote from the vendor attached to the requisition. The appropriate approving authority must approve the requisition. Any purchase in excess of \$10,000 must be sent out for bid. Payment is usually made after receipt of the ordered materials or services. The State of Colorado Fiscal Rules recognizes that some purchases (registrations, subscriptions, etc.) require payment with the order. Therefore, payment is required with the order; a notation to that effect should be placed on the requisition. In many cases, state law prohibits prepayment. This is especially true for services. A wide variety of items are on state contract awards. When such items are ordered, they must be ordered from the vendor who has been awarded the contract, and the State Award number recorded on the purchase order. Copies of all state contract awards are available on the CSU-Pueblo Purchasing website at <http://www.colostate-pueblo.edu/Purchasing/>.

The procurement card is intended to streamline and simplify the Purchasing and Accounts Payable process within the University. The procurement card is used for discretionary purchases in lieu of a purchase order. Each individual assigned a card must not exceed established monetary limits per purchase per month per department. Participating deans, directors, and department heads are responsible and accountable for adherence to these limits. Procurement card purchases may not be split to bypass monetary bid limits established by the State of Colorado. In addition, procurement cardholders may not make consecutive or near consecutive purchases to the same vendor for like items to bypass purchasing monetary bid limits rules and procedures. All purchases done on the procurement card must be reallocated by the cardholder on the PVS Net System. It is also the Cardholder's responsibility to run a Statement of Account on the PVS Net System for all purchases done during each month cycle and have his or her approver sign. The purchasing department will monitor procurement card purchases randomly, as they are received, for compliance to these rules and other purchasing procedures and policies.

Receipt of materials is through Shipping and Receiving, shipment directly to the department, or by pickup from the vendor. The preferred method is via Shipping and Receiving, but exceptions may be made in certain circumstances. The department receiving the materials is responsible for determining that the material is correct.



### 3.7 Emergency Closure Procedures

Employees should refer to the Colorado State University-Pueblo Policies website at <http://www.colostate-pueblo.edu/policies/> for specific information regarding emergency closure policies and procedures.

Due to extreme weather conditions, energy resource reductions or situations impacting normal operating conditions, it may be necessary to curtail or shut down university operations. The Emergency Closure Policy (ECP) will be followed in all CSU-Pueblo emergency closure situations. The emergency closure procedures are as follows:

- The emergency closure process will be initiated by the Pueblo County Sheriff's Office substation on campus.
- The Pueblo County Sheriff's Office will contact appropriate internal and external departments and agencies for input regarding the decision-making process.
- The Pueblo County Sheriff's Office will provide by 5:45 a.m. to the Vice President for Finance and Administration a verbal report, including a general review of conditions, impending developments, and a recommendation for action. The Vice President for Finance and Administration will notify the President, who will make all closure decisions.
- The Pueblo County Sheriff's Office will notify by telephone persons designated as having individual building responsibilities for any official closure. If necessary, a police officer will be dispatched to individual buildings to insure proper and complete notification.
- The Vice President for Finance and Administration will notify the Provost and the Executive Director of External Affairs of any closures or shutdowns, including:
  - Partial closedown or delay—staff to report but no classes to be held.
  - Total closedown—no staff to report; no classes.
- Unless instructed otherwise, all designated essential personnel (e.g., BRH, food service, Sheriff's Office, Facilities Management, environmental health and safety, and auxiliary service units) will report to work.
- All other employees will be notified by their supervisors whether or not to report (i.e., vice presidents will notify deans and directors, who in turn will notify department heads, and/or office managers, who in turn will notify faculty, classified staff and work study students in their respective areas). Those responsible for telephoning others will have available at all times an updated list of their contacts' home telephone numbers.
- Employees who have not received direct notification within a reasonable amount of time should contact their supervisors if unsure about whether to report.
- The Executive Director of External Affairs is responsible for notifying local and regional radio and television stations of campus closures through the Flashnet Media Service. Closure notification also will include the Pueblo Transportation Company and any non-law enforcement organizations that are appropriate.
- Closure decisions impacting on-campus and off-campus evening classes (i.e., Colorado Springs and Canon City) should be made by 3 p.m.
- Despite improving conditions, any decisions for closure will remain in effect for the period of time originally specified.
- Decisions on afternoon and evening classes will be made no later than 3:00 p.m. on the day classes are scheduled. Even if conditions improve, any decisions for closure will remain in effect for the period of time originally specified.

**NOTE: During periods of time that the University is closed due to weather or other emergency conditions as defined above, all employees who were scheduled to work are granted administrative leave. However, if an employee was on scheduled annual leave or sick leave, administrative leave CANNOT be substituted and so the time off is still charged as sick or annual leave.**

**If the University is open and an employee is unable to (or chooses not to) report to work, they must submit annual leave for that time missed. If they do not have time available in their annual leave balance, it is leave without pay.**

### 3.7.1 Emergency and Disaster Procedures

Employees should be aware of the various types of emergencies and disasters which can happen and the procedures for dealing with them. Every office will receive the Emergency and Disaster Procedures flip chart that will be available at the Environmental Health and Safety (EHS) Office. Of the possible kinds of emergencies; fire, medical emergencies, hazardous materials incidents and bomb threats are the most likely. The appropriate responses to such emergencies are given below. The campus Emergency and Disaster Procedures flip chart will be available through your Dean, Director or building proctor. However, for the most current information or further details on these and other types of disasters, please refer Environmental Health and Safety Office website at <http://www.colostate-pueblo.edu/ehs/>. (Note: The flip chart is periodically reviewed for accuracy, redesigned and re-released. Please contact the EH & S office for more information).

### 3.7.2 Fire Alarm

If the fire alarm sounds, please exit the building as quickly as possible, using the stairways. Please remain calm and assist the handicapped. Make certain that all occupants of the building are aware that they must exit the building as well. Once out of the building, everyone should remain clear of the building by 100 feet or more and up wind until told by the appropriate authority that it is safe to return.

### 3.7.3 Medical Emergencies

In case of a medical emergency, remain calm and call the Pueblo County Sheriff's Office at CSU-Pueblo at 8-911 by campus phone or 911 by cell phone. If calling 911 from a cell phone, the call will go to the Pueblo County Dispatch Center. Immediately identify your location at CSU-Pueblo. Give the dispatcher your name, location of the incident/accident, telephone number, and the nature of the illness or injury. The dispatcher will then make certain that the appropriate personnel and equipment are sent to the scene. Do **NOT** move the victim or give first aid unless you are trained and certified to do so. Remain with the victim and try to keep the victim calm and alert by talking with them until emergency response teams arrive.

### 3.7.4 Hazardous Materials Incidents

The accidental spill of material considered hazardous must be handled only by qualified personnel. If you discover or have a large spill remain calm. A large spill is defined as a spill that may contaminate the water supply, sewer, air handling system, or any other area, is too large to be easily handled by staff, and/or there are injuries. Only if there is **NO immediate danger; call CSU-Pueblo Campus Police at 8911 from a campus phone or 911 from a cell phone immediately**, have the following information available for the dispatcher; where the spill has occurred, what was spilled, how much was spilled, when the spill occurred, and if there are any injuries. Stay on the line until the dispatcher tells you to hang up. If there **is or if you don't know if there is immediate danger**, pull the closest fire pull station if the spill is located in a building and follow the evacuation procedures. Once evacuated from the building call 8911 from a nearby building or 911 from a cell phone and have the same above information available. If calling **911** from a cell phone the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU – Pueblo. If the spill is located outside of campus buildings evacuate all people from the threaten area to a safer place. Evacuation is the best protection action. Evacuate all people in direct view of the spill downwind and crosswind to at least the extent recommended in the Emergency Response Guidebook by the U.S. Department of Transportation. If the distance is unknown go at least 700 feet (233 yards) from the spill area; you may need to go much further. Once emergency response personnel arrive they will advise you if the evacuation distance needs to be increased. Emergency personal will clear the area or building for a safe return by faculty, staff and students.

If you discover or have a bench top spill remain calm. A bench top spill is defined as a spill that will not contaminate the water supply, sewer, air handling system, or any other area, is small enough to be easily handled by staff, and there are **NO** injuries. Immediately contain the spill with absorbent pillows provided by the closest spill kit if the chemical is a liquid. Then, consult and follow the spilled chemical's Materials Safety Data Sheet (MSDS) on proper handling and clean up procedure for spills. Notify the Principle Investigator for the laboratory, supervisor and EHS Office that a spill has occurred. The EHS Office will dispose of all contaminated material used to contain or clean spill. If you do not know how to properly handle and clean up the spill according to its' MSDS contact the Principle Investigator for the laboratory, supervisor or the EHS Office (2747) for assistance.

### **3.7.5 Bomb Threats**

All bomb threats should be treated seriously. If a bomb threat is received, the person receiving the call should fill out the checklist on the front of the Emergency and Disaster Procedures brochure. Attempt to keep the caller on the line as long as possible. Try to signal a co-worker while on the line with the caller and have the co-worker dial extension 8-911 on another phone. If a co-worker is not available, call the Pueblo County Sheriff's Dept. @ 8-911 or 911 on a cell phone after the call.

Wait for the Sheriff to arrive unless the caller has indicated that you do not have sufficient time. Inform your Dean or Director about the call and what action you have taken.

The Sheriff's Department, Sheriff's Dispatch and/or the Dean/Director will make a decision to evacuate the building. Follow the evacuation procedure explained in the flip chart or on the EHS website. Stay clear of the restrooms and make a visual sweep of the building when exiting looking for others needing to evacuate and inform the Sheriff's Department concerning any odd looking packages, boxes, containers, attaché cases, etc. When leaving, take all personal items including briefcases, purses, etc.

## **3.8 Facilities Management/Maintenance Procedures**

### **3.8.1 Keys and Locks**

To enhance the safety and security of the campus, the Facilities Management Office has a key control system in place. For each new or replacement key requested, end-users must complete a key request form, pay a deposit (as required per below) at the cashier's window, and hand carry the form and the deposit receipt to the Facilities Management Office.

Key request forms are available at the Facilities Management Office, the University Police Office, and Dean's or Director's Offices.

The form requires the signatures of the requestor and the following individuals:

1. His/her immediate supervisor (independent).
2. Department Director (sub master).
3. Director and Vice President for Finance and Administration (building master).
4. Each master key requires a \$5.00 deposit and a \$3.00 deposit for each sub master key. The deposit is forfeited if the key is lost. Loss of a master or building master key must be reported to the University Sheriff's Office. The original deposit amount is applied to the lost key and a like amount is collected for the issuance of a replacement key. No deposit is required for individual office or laboratory keys.

All keys must be returned to the Facilities Management Office when employees ceases employment at the University or goes on medical leave for 30 days or more.

### **3.8.2 General Maintenance/Work Requests**

To place a work order for maintenance services, call the Facilities Management Office and explain the service needed. Facilities Management will determine if the service need is a general maintenance or a special project request. If the later, the University Construction Remodeling Policy found at <http://www.colostate-pueblo.edu/Purchasing/BuildingsandConstruction/> must be followed.

### **3.8.3 Storage**

The Shipping and Receiving Warehouse may store large items such as desks, bookshelves, computers, etc., which are no longer needed by a department as space allows. Such equipment may be made available at no charge to other departments.

### **3.9 Business and Financial Procedures Manual**

The University Business and Financial Procedures Manual contains information on accounting and business services functions. Copies of the Manual are available upon request in the Office of the University Controller.

Questions regarding business and financial procedures of the University should be directed to the Controller or the Vice President for Finance and Administration.

## **CHAPTER 4 UNIVERSITY OFFICES, FACILITIES AND OTHER SERVICES**

### **4.1 University Library**

The University Library provides information services to students, faculty, and staff as well as to residents of Pueblo and southeastern Colorado. The Library houses a research collection of over 275,000 cataloged books, bound journals, maps, government documents, and audiovisual materials. In addition, it provides access to almost 25,000 unique periodical titles. As a federal government document depository, the library also housed over 200,000 un-cataloged documents. Library services include circulating materials, managing and circulating print and electronic course reserves, providing reference assistance and information literacy instruction, binding theses, and facilitating interlibrary loans. The University Archives, a branch of Library Services, collects, preserves and provides access to important records relating to the University and its history. The Library facility includes both group and individual study rooms, wireless access and laptops for checkout, a large computer commons area, Starbucks coffee cart, and both social and quiet study areas. Library policies are available on the Library's website at <http://library.colostate-pueblo.edu/>.

### **4.2 Information Technology Services**

The mission of Information Technology Services (ITS) at Colorado State University – Pueblo is to provide a broad spectrum of support for the planning, development, deployment, and integration of state-of-the-art facilities, infrastructure, and services to support the information technology needs of the academic, research, and administrative functions of Colorado State University – Pueblo. This unit is the centralized computing services department for the University, and provides the oversight, management, coordination, integration, and staffing of Help Desk Services, Information Support Services, Network/Systems and Desktop Services, Telecommunications Services, and the Instructional Technology Center which provides educational technology support for the integration of technology components into the academic learning environments.

#### **4.2.1 Help Desk Services**

The Help Desk Services work unit exists to provide the initial point of contact for all Colorado State University – Pueblo Faculty, Staff and Student end users requesting technical assistance (i.e. telephone, email, and walk-in support) from all ITS units including support of desktop and mobile computing, multi-media equipment, computer hardware, software, network access voice and data communication, access rights, quota restrictions, and other related technologies. HDS also consults the end user in evaluating/determining/specifying-out and ordering of technology equipment to ensure compliance with the University technology infrastructure and policies.

#### **4.2.2 Information Support Services**

The Information Support Services work unit exists to develop and implement broad-based information technology solutions integrated into the administrative, academic, and web service functions of the University. Information Support Services provides support and oversight of the University Web site, and for administrative record keeping and programming services for the University. This includes the development and maintenance of software, support of the Administrative Information System (AIS), maintenance of the Oracle institutional database, operation of the Web-based registration and other Web services, training on the use of equipment and software, consultation on the acquisition of computer resources, and a variety of other services.

#### 4.2.3 Network/Systems & Desktop Services

Network / Systems and Desktop Services consists of three groups that provide service for the network, systems, desktops, multimedia systems and classrooms, and the main centralized Student Computer Labs.

- **Network / System Services** group manages the campus network, links to the Internet and external entities, centralized computing systems, hardware/software implementation, management and upgrades, electronic mail systems, faculty, student, and staff account access, and a myriad of other daily activities necessary to keep the campus network running.
- **Desktop Support Services** provides the client support and handles all end-user technology issues and coordinates the deployment of new technology equipment on campus. The staff are responsible for installation, setup, troubleshooting and maintenance of desktop/office computers and peripherals.
- **Multimedia Classrooms & Labs Services** are responsible for all student labs, multimedia classrooms, and their respective equipment throughout the CSU-Pueblo campus.

#### 4.2.4 Telecommunications Services

Telecommunications Services maintains the campus phone switch, voice mail, campus data and voice wiring, and individual phone instruments. This group also manages the main University telephone number by answering the main telephone line and providing operator assistance.

Every employee has access to a telephone for business use that is provisioned through their home department. Telephones have access to both on and off campus locations. Long distance service is available through your Dean or Director. The phone system offers several features including voice mail and call forwarding.

Telecommunication Services operates under a revolving fund, therefore usage fees are attached to all services. The fee structure includes charges for services such as installation, phone sets, monthly service, long distance, and adds/moves/changes.

#### 4.2.5 Instructional Technology Center

The ITC contributes to the goals of the University by supporting student academic success and improving career skills preparation through development of faculty expertise and involvement in the integration of technology into the academic learning processes and learning environments, such as Blackboard on-line course management and Web publishing.

### 4.3 Human Resources

The Human Resources Office is responsible for all areas of personnel management including benefit administration, job evaluation and compensation, worker's compensation, recruitment and selection, consulting and training, personnel file maintenance, and personnel rules development and interpretation. The Human Resources Office is responsible for maintaining all personnel files in accordance with 2.1.4 of this Handbook. The personnel file is the official record of all personnel related information.

The Human Resources Office disseminates information about employee benefits, assists employees with problems regarding benefits, and coordinates benefits with various agencies. Other responsibilities of this office include the maintenance of appointment notices which involves informing payroll, and filing; advising employees regarding staffing and employee policies and procedures,

compensation, benefits, state and federal rules and regulations; employee relations and staff development including on-site workshops and training, new employee orientation, retirement advising; initiating and monitoring worker's compensation claims; coordinating the recruitment and selection procedure for filling vacancies; guidance on the application of personnel rules and laws; administering grievance procedures; leave administration; overtime eligibility determinations; performance management; Family and Medical Leave Act administration; and American's with Disabilities Act administration.

#### **4.4 Affirmative Action/EEO and Campus Diversity Office**

The office of Affirmative Action/Equal Employment Opportunity and Campus Diversity is responsible for ensuring that the University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the State of Colorado. It is charged with providing appropriate training in these areas. It is also responsible for promptly investigating all allegations of discrimination, including harassment and retaliation under federal and state laws.

#### **4.5 External Affairs/Communication/Media Relations**

The Office of External Affairs is your partner in the creative process with a responsibility to create and maintain the image and graphic identity of the University. We can help you achieve your marketing and communication goals through the following:

- develop and implement marketing plans,
- produce publications from concept to finished product,
- provide counsel and assistance in media relations and placement,
- print, photocopy, collate, and bind brochures, invitations or flyers,
- create and produce large format multi-color banners,
- plan and implements special events,
- create solutions for website development and promotion,
- supply photographic services, and
- coordinate relationships with the Pueblo community, the state and the nation.

##### **4.5.1 Media Relations**

The Executive Director of External Affairs is the University's liaison and spokesperson with members of the print, broadcast, and electronic news media. (The President is the University's key spokesperson and heads of each college or department may be asked to represent to media their area of responsibility). If you are contacted directly by reporters, please notify the External Affairs office at 719-549-2576. The Executive Director is responsible for handling all questions, complaints, or requests from the news media.

The External Affairs office prepares and distributes news releases on upcoming events or significant announcements and prepares Insight, the on-campus newsletter distributed electronically biweekly during the academic year. Employees are encouraged to forward newsworthy items via e-mail or campus mail.

The office also lends writing/editing/coordinating assistance to University publications, advertisements, CDs, videotape productions, and special events. The office maintains a library of black and white and color photographs, which may be borrowed or duplicated as appropriate for designated projects.

##### **4.5.1.1 Procedures**

To distribute an information item either to the news media or through Insight, send an

email or hard copy listing all pertinent details to the External Affairs Office. The facts should be accurate and complete in terms of answering the “who, what, when, where, why, and how” for the listener, reader, or viewer. Names of all people and organizations should be spelled out, and the fact sheet should provide the name and telephone number of the person who should be contacted for additional information. Newsworthy items about students should include their classification, major, and hometown.

#### **4.5.2 Publication/Design**

The External Affairs office provides design services for projects that require professional printing services such as advertising, brochures, tickets, letterhead and business cards, posters, invitations, or flyers and also serves as the monitor of the university’s graphic identity, including University logos, photographs, and artwork.

The publications manager serves as a liaison with off-campus commercial printers. For off-campus printing projects, the manager works with the University’s purchasing department to develop bid specifications.

##### **4.5.2.1 Procedures**

The client should allow adequate time for any design or printing project, which could range from five to 30 working days to format and an additional two to six weeks for off-campus printing. Before contacting the publications manager, the client should identify the specific audience for the project and the quantity desired; prepare a rough draft of the project, including copy on a disk, potential photographs or artwork, and the size, paper, and number of colors desired.

#### **4.5.3 Copy Center**

The Copy Center, located at the rear of the University Bookstore in the Occhiato University Center, provides duplication services, offering reproduction from black ink originals in 8 ½” X 11”, 8 ½” X 14”, and 11” X 17” formats. Full color copies are also available in those sizes in addition to large format full color up to 44 inches wide. The custom printing operation offers one or two-color printing on paper stock from business-card size to 11” X 17” size. Most one-color or two-color projects that require custom printing are sent to off-campus print shops, while four-color projects are sent to bid and contracted by a variety of Colorado printers. The Copy Center also offers color copies up to 11” X 17” from hard copy and electronic media. Projects may be submitted to the copy center electronically at [copycenter@colostate-pueblo.edu](mailto:copycenter@colostate-pueblo.edu).

##### **4.5.3.1 Procedures**

For duplication services, the client should provide clean, clear originals with black ink type or artwork or a disk. For custom printing, the client should provide camera-ready copy to the publication manager with specific instructions on color and texture of paper stock, ink colors, quantity designed. Because originals must be clearly labeled and coded to coincide with print shop functions, most publications will originate in the External Affairs office and the format and size determined after a design has been approved.

#### **4.5.4 Alumni Relations**

The Alumni Relations Director within the External Affairs Office serves as the primary contact and coordinator for various alumni programs and services, fostering dedication and financial support to strengthen relationships among the alumni, the University, and communities. The



Director creates and maintains accurate alumni records while providing executive and clerical support to the CSU-Pueblo Alumni Association, an advisory group of graduates, former students, and friends of the University. The Director works closely with the Alumni Board, as well as the CSU-Pueblo Foundation to develop and execute creative strategies to benefit the University, through advancement communications, fundraising, and special events.

#### **4.6 Admissions and Records**

The primary responsibility of the Office of Admissions is to recruit students to the University. In addition, the Office of Admissions is responsible for processing all applications for admission and readmission to the University, both graduate and undergraduate. Other responsibilities include rendering admission decisions and notifying students of their admission status including their residency classification. This office also performs evaluations of transfer credits, processes petitions for credit over ten (10) years old from other institutions, and maintains articulation agreements with Colorado colleges and universities. Finally, it provides general information about the University to prospective students and other interested parties through presentations and with recruitment materials including catalogs, viewbooks, departmental brochures, and general brochures.

The Records Office links the institution with its past, present and future students by maintaining the official student academic records of the University. The Records Office records, updates, stores and transmits pertinent student information and grades as related to student academic enrollments. Services provided by the office include: class registration, requests for transcripts, grade processing, grade changes, enrollment verifications, withdrawal from classes and/or the University, and assistance with appeals. In addition, the office processes name, social security number, and address changes. And, the Records Office is responsible for processing of graduation planning sheets, petitions for CSU-Pueblo credit over ten (10) years old, and verifying degree requirements have been met. The Records Office is also responsible for the annual publication of the University Catalog.

##### **4.6.1 Visitor and Transfer Center**

The Visitor and Transfer Center hosts prospective students on campus visits, provides campus tours, coordinates freshman and transfer student counseling appointments with professional staff and faculty, and plans and supports various campus events designed to increase new student enrollment. The Visitor and Transfer Center is staffed completely by a team of student ambassadors, all of whom are upper division CSU-Pueblo students. The Visitor and Transfer Center is located in room 201 of the Administration Building.

##### **4.6.2 Center for International Programs (CIP)**

The Center for International Programs (CIP) is the primary campus office for the promotion of international education. The CIP works with students, faculty, staff and the surrounding community to recruit, retain and graduate international students. In addition, the CIP is responsible for the Study Abroad program, exchange agreements with foreign colleges and universities, and compliance with federal immigration and homeland security laws. The Center for International Programs is located on the ground level of the Occhiato University Center.

#### **4.7 Pueblo County Sheriff's Office at CSU-Pueblo**

Through a mutual aid agreement, the Pueblo County Sheriff's Office (PCSO) has a substation on the CSU-Pueblo campus from which it serves as the University Police Department charged with maintaining a safe environment for learning and providing safety-related services to the campus community. Contact with the PCSO office can be made at 549-2373 or in the Administration Building Room 118.

The PCSO promotes crime prevention and safety awareness, and provides building security, campus patrols, security escorts, traffic and crowd control, motorist assists (battery boosts), first aid, and directional information. The office is responsible for enforcing local, state, and federal laws on campus.

The PCSO also manages the parking program and issue parking permits. To obtain a permit, you must complete the Parking Payroll Deduction Form in the Human Resources Office. Human Resources will verify you status as an employee and authorize the issuance of the parking pass. A payroll deduction will be made in accordance with the fees indicated on the form. A parking permit will not be issued without a signature from the Human Resources Office. All employees are required to pay a parking fee.

#### **4.8 Auxiliary Services**

Auxiliary Services is a department within the Finance and Administration Division. It is charged with the operation and management of dining services, vending services, rental of all non-academic space, on-campus housing, conferencing, the Occhiato University Center, and the University Bookstore. The Occhiato University Center is a multi-purpose facility offering a variety of services to students, faculty, staff, and guests.

Dining services are available for full meals or a la carte during regular semester periods and other posted times in the University Center. Faculty and staff may obtain all-you-can-eat meals in the Columbine Café on the main level, which serves the Belmont Residence Hall students. The La Cantina, on the lower level, provides both full meals and a snack bar. Faculty and staff may purchase Fiesta Cash for dining in all University food facilities. CSU-Pueblo dining services also caters meals both on and off campus.

Academic departments are not charged for use of meeting rooms and event spaces in the University Center. The Center's scheduling office is responsible for reserving rooms in the Center, non-student use of the Student Recreation Field, parking lots, grassy areas on campus, and the Fountain Plaza.

The Occhiato University Center also houses the CSU-Pueblo Bookstore, University Copy Center, Underground (Games Room), Health Services Clinic, and offices for Auxiliary Services, Associated Students' Government, Career Center, Experiential Learning Center (ELC), Office of Student Activities, Student Life, Student Organizations, and Student Club Cubicles.

#### **4.9 Student Recreation Center/Sam Jones Sports Complex**

The Samuel T. Jones Sports Complex is housed within the Health, Physical Education, and Recreation (HPER) Building which is closed through January 2008 for a major capital renewal project. Currently the complex includes two fully equipped weight rooms, swimming pool and racquetball courts. These facilities will be incorporated in to the Student Recreation Center being constructed as an addition to the HPER Building. That new facility will open in the summer of 2008. Employees who wish to use the facilities in the sports complex or recreation center when it opens must purchase a pass for themselves and/or their dependents. Contact the Auxiliary Services for information on cost and membership.

#### **4.10 Finance and Administration**

The division of Finance and Administration is responsible for the financial, administrative, and operational functions of the University. The division is divided into these sections:

- a. Auxiliary Services.
- b. Business Financial Services which includes General Accounting, Grant Accounting, Budgeting and Analysis, Accounts Receivable and Payable, Payroll, and Purchasing.
- c. Student Financial Services which includes Student Financial Aid and Student Employment.
- d. Facilities Management, Facilities Planning, Construction Management, and Safety and Environmental Health,
- e. Human Resources.
- f. Pueblo County Sheriff's Office as described in Section 4.7

All the above functions report ultimately to the Vice President for Finance and Administration.

#### **4.11 Environmental Health & Safety**

The mission of Environmental Health & Safety is to promote sound ecological management of campus resources and waste; a safe campus environment for student, faculty, staff and visitors; and to reduce liabilities to the University and its constituents by ensuring compliance to Federal, State, & local guidelines, and generally accepted standards of care.

Employees are encouraged to review the Environmental Health & Safety website at <http://www.colostate-pueblo.edu/ehs/> for the latest information on Environmental Health & Safety plans, procedures and protocols.

## **CHAPTER 5 AFFIRMATIVE ACTION AND OTHER POLICIES AND PROCEDURES RELATED TO EMPLOYMENT**

### **5.1 Affirmative Action Program Plan**

The University affirms its stand in support of affirmative action and equal opportunity in hiring, retaining, and promoting administrative/professional staff.

The University affirms the principle that its students, faculty, and staff possess a right to be free from discrimination and harassment, including, but not limited to, age, sex, physical handicap, race, religion, national origin, marital status, or sexual or affectional preference.

The University has developed a set of specific policies and result-oriented procedures in its Affirmative Action Program to indicate its commitment to a diverse work force and equal employment opportunity. The policies and procedures contained in the Program Plan and its related documents comply with Titles VI and VII of the Civil Rights Act of 1964, Executive Orders 11246 and 11375, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967 as amended in 1978 and 1986, the Immigration and Reform Act of 1987, and all Civil Rights Laws of the State of Colorado. The Program Plan conforms to the provisions of Revised Order No. 4 in federal statutes. It is reviewed annually by the Affirmative Action Board and adopted for five (5) years by the Board of Governors of the Colorado State University System. Specific elements of the Program Plan which deal with utilization analysis and goals and time tables are submitted annually to the Board of Governors.

Copies of the approved Affirmative Action Plan are available in the Office of the Director of Affirmative Action/EEO. Administrative/professional staff who believe they have been victims of discrimination or who believe they have been denied equal opportunity in employment may seek redress through the established procedures of the institution (Section 2.9) or the discrimination complaint procedure available in the Office of Affirmative Action/EEO and Campus Diversity.

### **5.2 Hiring Procedures for Administrative/Professional Positions**

In order to ensure that the University employs the highest quality academic faculty, administrative faculty, and professional staff available, and that the University is in full compliance with its obligations as an Affirmative Action/Equal Opportunity Employer, all authorized vacancies will be filled in accordance with hiring procedures approved by the President. A complete copy of these procedures is available in the Human Resources Office

### **5.3 Sexual Harassment Policy and Procedures**

A complete copy of the sexual harassment policy and complaint procedures is published in the Affirmative Action/EEO Office or on-line at <http://www.colostate-pueblo.edu/hr/sexualharassment/index.asp>.

### **5.4 Discrimination Policy and Complaint Procedures**

In order to ensure that the University is in compliance with its commitment to provide positive discrimination-free educational and work environment, complaints of discrimination may be processed by such grievance or appeal procedures as are provided in the Administrative/Professional Handbook or by procedures specifically designed to deal with discrimination. A complete copy of the discrimination complaint procedures is published in the Affirmative Action/EEO and Campus Diversity Office.

### **5.5 Drug Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is

prohibited in the University workplace. An administrative/professional staff whose act is in violation of the above policy and also results in conviction under a criminal drug statute must notify his/her supervisor and the Human Resources Office of the conviction in writing, no later than five (5) days after the date of the conviction. Violation of this policy will be grounds for disciplinary action, which may lead to suspension with or without pay, or to dismissal, at the discretion of the President. The President may, in his/her discretion, suspend such sanctions upon condition that the administrative/professional staff member satisfactorily participates in a drug abuse assistance or rehabilitation program.

For purposes of this policy, "University workplace" shall be defined as any property owned, leased, or occupied by the University, and any other place where University work is actually performed.

For purposes of this policy, "Conviction" shall mean a finding of guilt, a plea of guilty or no contest, the imposition of a sentence, or any combination of the above. "Criminal drug statute" shall mean any criminal statute involving the manufacture, distribution, dispensation, possession, or use of a controlled substance. "Controlled substance" shall mean a controlled substance as defined in schedules Y through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and related regulations (21 C.F.R. 1300.11 through 1300.15) as they may be amended from time to time.

Information on the University's drug free awareness program is available in the Human Resources Office or the Human Resources web site at: <http://www.colostate-pueblo.edu/hr/policies/index.asp>.