Section 1: General Provisions

Purpose

The purpose of this Human Resources Manual is to:

1. Provide the personnel and payroll policies and procedures affecting the various categories of University employees.
2. Outline the employee classifications, regulations and benefits.
3. Establish requirements and instructions for submission of Human Resources System data.
4. Outline the conditions, methods and schedules of employee pay.
5. Provide format and instructions for the time and effort reporting system.
6. Outline provisions and procedures of the workers' compensation insurance coverage.

Authority

The classifications, rates of pay, leave policies, insurance benefits and retirement, as well as the basic records and procedures are prescribed by State regulations and by the Governing Board. The personnel policies and procedures are issued in compliance with the rules and regulations of the Colorado State Personnel System. Basic payroll policies and procedures are contained in the University Fiscal Rules.
If through administrative error any part of the manual is in conflict with State law, rules of the State Personnel System, or policies of the Governing Board of the University, such other authority prevails.

Responsibilities

1. Department Head

   The department head is responsible for compliance with policies and procedures set forth in this manual and for prompt and accurate submission of required data. The department head or other immediate supervisor is responsible for accurate recording of time worked by employees and for certification and submission of required time sheets and Time and Effort Reports.

2. Office of Equal Opportunity and Diversity

   Colorado State University is a land-grant institution committed to offering access in it's educational, scholarly and outreach activities to all individuals representative of our multi-cultural society and providing an environment of excellence in which all individuals can participate to the full level of their capabilities, realize their aspirations and contribute to the global society in which we live. The Office of Equal Opportunity is charged with implementing, monitoring and evaluating programs, activities and procedures that support this commitment.

   The following are key programs and activities of the Office of Equal Opportunity:

   1. Monitor and support University compliance with federal and state laws and CSU policies prohibiting discrimination and harassment.
   2. Develop and implement the University's affirmative action program.
   3. Oversee the University's search and selection process for all Academic Faculty and Administrative Professionals.
   4. Work in conjunction with the Human Resources Department in the hiring process used for State Classified employees to ensure compliance with affirmative action and nondiscrimination requirements.
   5. Conduct investigations and resolve complaints of discrimination and harassment in accordance with University procedures.
   6. Serve as a resource and provide assistance to units, departments and University constituencies regarding matters related to equal opportunity, affirmative action, access and nondiscrimination.
   7. Provide education and training to faculty, staff and students on matters related to equal opportunity, discrimination and harassment.

8. Coordinate University compliance with the Americans with Disabilities Act and Title IX of the Education Amendments of 1972.
9. Collaborate with the Vice President for Diversity to cultivate awareness, appreciation and engagement with diversity and its relevance in a University environment.

3. Human Resources Department

The Human Resources Department has the following responsibilities:

1. Maintaining a personnel policy that is directed toward equity to employees, preservation of employee rights, and optimum employee morale and job satisfaction, to the extent possible within the capability and resources of the University as a public institution.
2. Maintaining, or recommending to the administration as appropriate, policies and practices which ensure compliance with laws and regulations.
3. Counseling supervisors and employees on matters involving employment relationships.
4. In cooperation with the University Office of Equal Opportunity, assuring that personnel policies and practices are supportive of the commitment of the University to affirmative action and equal opportunity.
5. Providing training programs designed to enhance opportunities for and performance by employees.
6. With recommendations from the University Benefits Committee (UBC), developing and maintaining employee benefit programs for Academic Faculty and Administrative Professionals. Administering employee benefit programs established by the State Personnel Director and the Public Employees Retirement Association (PERA).
7. In cooperation with the State Department of Personnel and Administration, administering programs for state classified employees with respect to recruitment, testing, and employment classification. Determining exemption of positions from state classification in accordance with statutory provisions and established guidelines.
8. Serving as the delegated appointing authority in all actions affecting the University's employees covered by the State Personnel System requiring such power. (Refer to the Section 3 of the Human Resources Manual for additional information).
9. Processing and recording of personnel actions, transactions of data of all University personnel except for student hourly employees.
10. Publishing administrative and informational manuals which provide guidance on personnel matters to University departments and employees.
11. Serving as technical liaison to the Classified Personnel Council.
12. Administering the unemployment compensation insurance program.

2. Payroll Unit of the Human Resources Department

The Payroll Unit has the following responsibilities:

1. Verification of payroll data to see that all employees are paid accurately and in a timely manner.
2. Process Expense Transfers and Payroll Journal Entries.
3. Input and/or Verification of additional types of pay. (Supplemental pay, uniform allowances, tips, overtime, shift differential, etc.)
4. Entry of W-4's and Payment Disposition Data.
5. Input and/or verification of payroll deduction items, including insurance benefit programs, tax-deferred investments, taxes and various other deductions. Also, collect and remit cash payments for benefit programs not otherwise covered.

6. Payments of all monies withheld through the payroll system to the appropriate agency including: Federal, State and local taxes, Medicare, PERA, benefit programs, retirement accounts, employee and student receivables, parking permits, athletic ticket accounts, University Club, etc.
7. Prepare and submit Federal, State and other required reports associated with payroll processing.
8. Calculate, withhold and remit monies ordered by court systems for garnishments, tax levies and child support. These include Department of Social Services; Federal, State and local court systems throughout the U.S.A., Guam, Virgin Islands, Puerto Rico and the District of Columbia.
9. Prepare and submit W-2's and maintain records for prior years.
10. Certify all PERA data for prospective retirees and maintain PERA records.
11. Load and monitor back salary, tax adjustments and overpayments due to late paperwork submission.
12. Handle stop payments, prepare and process special checks and hand drawn checks concerning payroll.
13. Distribution of Certification Reports and maintenance of certification data in the Personnel/Payroll System.
14. Maintaining or recommending to the administration as appropriate, policies and practices which ensure compliance with Federal, State and local tax laws.

3. Student Employment Services

   Student Employment Services is responsible for basic student employment data including job classification codes, pay rates, student employee wage structure and the Student Employee Retirement Plan eligibility (SERP). The Benefits Unit of the Human Resources Department is responsible for retirement plan administration.

4. Office of Budgets and Institutional Analysis

   The Office of Budgets and Institutional Analysis is responsible for providing, as of July 1, the staffing pattern for continuing faculty and classified employees.

5. Environmental Health Services Office

   The Environmental Health Services Office (EHS) is responsible for processing employee claims for workers' compensation benefits. Information about this insurance and the required forms/reports can be obtained directly from the EHS website at www.ehs.colostate.edu.

Classification of Employees

Employees of Colorado State University are categorized as:

1. Academic Faculty and Administrative Professionals

   These employees are appointed by the Governing Board or President of the University as applicable, upon recommendation of University officials. See Section 2 of the Human Resources Manual for details.

2. State Classified Personnel

   State classified personnel are appointed by the Executive Director and Chief Human Resource Officer of the Human Resources Department. These employees are classified according to and are governed by State Personnel Rules and Regulations and University policies. See Section 3 of the Human Resources Manual for details.

3. Non-Student Hourly Employees

   Non-student hourly employees are employed in jobs where the work usually is of short duration or intermittent in nature. These employees are paid by hourly rates. Personnel and payroll data are entered by the department and electronically transferred to the Personnel/Payroll System. See Section 4 of the Human Resources Manual for details.

4. Student Employees

   Student employees perform duties assisting in an academic program, routine general labor and general office duties. These employees are treated as hourly personnel for payroll purposes. Students may be hired as student hourly or work-study employees. Special eligibility criteria and maximum hours of work apply. Processing is handled by Student Employment Services, a section of the Student Financial Services. See Section 5 of the Human Resources Manual for details.

5. Graduate Assistants, Fellowship Grant Trainees (Pre Doctoral)

   Graduate assistants assist with academic programs and research, but are students first and foremost. Pre Doctoral Fellowship Grant Trainees are graduate level fellows being paid/sponsored on certain types of Federal training grants, and thus are not considered University employees. See Section 6 of the Human Resources Manual for details.

6. Post doctoral Fellows, Post doctoral Fellowship Grant Trainees, Veterinary Residents, Veterinary Interns and Clinical Psychology Interns

   Post doctoral fellows typically have recently completed their PhD, and are engaged to work primarily on research projects. Post doctoral Fellowship Grant Trainees are post graduate level doctoral fellows who are paid/sponsored on certain types of Federal training grants, and thus are Post doctoral Fellows.

   Veterinary residents are post-graduate veterinarians (some of whom have completed internships) who are enrolled in a 2-3 year combined graduate and residency program resulting in an advanced degree (MS or PhD), which may ultimately prepare them for advanced board certification in a recognized specialty. Veterinary residents are licensed to practice Veterinary Medicine in Colorado.

   Veterinary internships are formalized through the Veterinary Teaching Hospital and the interns are DVM's or equivalent completing a 1 year program that results in receipt of a certificate of completion in a specialty area (small animal medicine or surgery, large animal medicine or surgery, or combination).

   Clinical psychology internships are formalized through the University Counseling Center (USC) and the interns are pre PhD in Counseling or Clinical psychology who are typically completing the last requirement of their PhD program, the internship, which results in receipt of a certificate of completion. See Section 7 of the Human Resources Manual for details.

   Every individual performing work for the University (except for independent contractors as defined in the appropriate section below) must be employed in one of the employee categories above.

Volunteer Services

Generally, the use of volunteer services without compensation by individuals performing functions for which compensation normally would be paid is discouraged. The volunteer would not be covered by workers' compensation. In some cases involving injury to a volunteer, the "employer" has been held liable for medical costs.

However, this is not intended to apply to University students who perform services to the University as part of their educational experience, nor to affiliate faculty, guest speakers and lecturers, performers and artists, members of advisory committees and boards, 4-H club volunteer fund raisers, boosters and the like.

Questions concerning interpretation of this policy in specific cases should be referred to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Agricultural Labor Furnished by Crew Leader

Generally, individuals providing agricultural labor to the University are employees hired as non-student hourly personnel subject to withholding of payroll taxes, Medicare and Public Employee's Retirement Association contributions. However, a special provision in the Internal Revenue Code of 1986 states that if a crew leader (1) furnished agricultural labor to the University, (2) pays the workers either on his own behalf or on the behalf of the University, and (3) is not designated as the University's employee in any written statements between himself and the University, then the laborers are employees of the crew leader rather than the University. The crew leader is an independent contractor under these circumstances. It is the responsibility of the crew leader to collect, pay over and report payroll taxes of the laborers. Crew leaders may be paid, as any other independent contractor, through the Accounts Payable Section or they may be paid from special operations imprest bank accounts. If payment from an imprest account is contemplated, please refer to *Financial Policy and Procedure Instruction Manual, Number 15.00 "Special Operations Imprest Bank Account."*

Independent Contractors

1. General

   Careful distinction must be made between work which should be accomplished by employees on the University payroll or by individuals or firms on a personal services contract (verbal, letter or formal). Since there are numerous employer-employee obligations as well as independent contractor liabilities, the individual's status should be carefully considered and cases of doubt resolved in favor of the employee classification. An erroneous classification as an independent contractor can result in serious penalty to the University for failure to deduct withholding taxes. In some circumstances, the University contracting officer should require a certificate of insurance coverage to not only relieve the University of liability, but to further establish a valid independent contractor relationship.

   Work may be undertaken as an independent contractor only when the individual or firm is as defined below and is not an employee of the University, unless specific exception is provided by the Executive Director and Chief Human Resource Officer of the Human Resources Department.

2. Definition of an Independent Contractor

   An independent contractor, for the purposes of this manual, is defined as an individual or firm who performs personal services and who:
   1. Retains the right to decide the way in which final results are achieved and the details of when, where and how the work is to be done, and also
   2. Receives no benefits, directly or indirectly, that accrue to University employees. For example, the individual(s) is not covered by the University for workers ' compensation covering personal injury, for public liability covering injury to others, or for unemployment compensation.
   3. The above factors are controlling.

In addition an independent contractor generally:

1. Provides own tools and materials.
2. Has a place of business and a business listing in a directory where the services are offered to the public.
3. Agrees to perform specific services for a fixed price.
4. Is free to work for any one or more clients during any given interval.

3. Performing Artists, Athletic Officials and Consultants

Employment of performing artists, athletic event officials and consultants is covered in the Purchasing Manual.

Nondiscrimination Policy

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The University complies with the Civil Rights Act of 1964, as amended, 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 Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, The Pregnancy Discrimination Act of 1978, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans. The Office of Equal Opportunity is located in 101 Student Services.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Discrimination and harassment are not tolerated. Incidences of discrimination and harassment should be reported to the Office of Equal Opportunity at 970-491-5836 or oeo@colostate.edu.

Discrimination Complaints

University employees have the right to file a complaint with the Office of Equal Opportunity when they believe there has been a violation of the Nondiscrimination Policy. The same right is available through State and Federal agencies for discriminatory acts based on race, age, color, religion, national origin, gender, sexual orientation, veteran status or disability.

Americans with Disabilities Act (ADA) Employment Accommodation Requests

An employee with a disability as defined by the ADA may be entitled to employment accommodations under that act. The Office of Equal Opportunity is responsible for determining whether an individual qualifies for protection under the ADA. Any employee who believes that he/she has a qualifying disability must submit a request for determination to that office.

Employment of Minors

The Colorado Youth Employment Opportunity Act of 1971 and the child labor provisions of the Fair Labor Standards Act outline specific requirements concerning times, hours and categories of work permitted for minors between the ages of 14 and 17. Departments contemplating employing a minor should refer to the Human Resources Summary of Child Labor Laws in Appendix 7 of the Human Resources Manual.

Immigration Reform and Control Act (IRCA)

The Immigration Reform and Control Act of 1986 (IRCA) requires all employers, under penalty of fine and/or imprisonment, to hire only U.S. citizens and aliens lawfully authorized to work in the United States and to maintain documentation indicating compliance. Enforcement of this new law rests with the Department of Homeland Security (DHS). An Employment Eligibility Verification (Form I-9) must be used in documenting compliance. Every employee hired on or after June 1, 1987, must have a completed I-9 Form on file within three days of commencing work. See "CLASSIFICATION OF EMPLOYEES" and "INDEPENDENT CONTRACTORS" in Section 1 of this Human Resources Manual.

The DHS requires employers to certify examination, via Form I-9, of work authorization documents, acceptable to the DHS, as a prerequisite to employment of anyone hired on or after June 1, 1987. Employers are responsible for updating and/or re-verifying employment eligibility of employees whose employment eligibility documents carry an expiration date. Questions pertaining to foreign passports, alien registration cards and VISAs should be directed to the Office of International Services.

In cases where individuals are waiting to obtain documents needed to establish their identity or work authorization, the employer can satisfy the verification requirements by obtaining some official verification of the employee's application for such documentation within three days of the initial hiring and then examining the documents within twenty-one days of hire. Those employed for less than three work days must provide identity and work authorization by the end of the first work day.

I-9 Forms must be kept on file in the Human Resources Department for three years after the date of hire or for one year after the date the employment is terminated, whichever is later.

To assure compliance with the IRCA, no appointment will be approved until a properly completed Employment Eligibility Verification Form has been forwarded to the Records Unit. Departments must follow the established University process outlined below:

1. Obtain a Form I-9 from every employee within three days of hire or upon expiration of an existing Form I-9, as prescribed by law.
2. Review certain documentation to ensure that the individual employee is authorized to work in the United States. The documentation the employee presents shall be used as long as the documents satisfy the requirements listed on the Form I-9. Completed I-9 forms must be forwarded to the Records Unit.
    a. If the documents presented appear valid on their face, and if they meet the requirements listed on the reverse of the form, the review of the documents is sufficient and no further action is necessary.
    b. If the documents presented appear to have been tampered with or do not appear to be “authentic”, the matter should be referred to the Executive Director and Chief Human Resource Officer of the Human Resources Department for resolution.
3. If separate information is received regarding an individual’s immigration status, the University may be obligated to review and respond to that information as deemed appropriate, based upon the circumstances. These cases should be referred to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

NOTE: Departments should contact the Executive Director and Chief Human Resource Officer of the Human Resources Department, Office of Equal Opportunity or Office of General Counsel before taking any employment action related to the I-9 process which might deviate from the process outlined above.

Social Security Protection Act

The Social Security Protection Act of 2004 requires state and local government employers like Colorado State University, who do not participate in the Social Security program, to disclose the effect of the Windfall Elimination Provision (WEP) and the Government Pension Offset (GPO) to employees hired on or after January 1, 2005. Under the provisions of the GPO and the WEP, Social Security benefit calculations are based on a modified formula when a worker is entitled to a pension from a job where the worker did not pay Social Security tax. As a result, these workers may receive a lower Social Security benefit than if they were not entitled to the public pension. Starting in calendar year 2005, new employees who are required to be covered by a retirement plan (PERA, DCP or SERP) must be advised of the potential reduction of future Social Security benefits.

Form SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security, is the document that must be used to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law (GPO and WEP). This form is available online at the Social Security website, https://www.ssa.gov/form1945/SSA-1945.pdf.

For employees hired on or after January 1, 2005, departments are required to:

1. Prior to the start of employment, give the required notice (Form SSA-1945) to any employee required to participate in a retirement plan. This includes:
    a. Academic Faculty
    b. Administrative Professionals
    c. State Classified regular and hourly employees
    d. Post doctoral Fellows
    e. Clinical Psychology Interns and Veterinary Interns
    f. Non-Student Hourly employees
    g. Certain student employees not qualified for exemption from retirement plan participation (Student Employment will notify affected employees and their respective departments to secure the required form for SERP eligible students)
2. Have these new employees sign the notice attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. When completing Form SSA-1945, use 84-6000545 for the Employer ID Number and the employee's social security number for the Employee ID Number.
3. Forward the original signed Form SSA-1945 to the Record's Unit (or to Student Employment in the case of a student employee) along with other required new hire forms (i.e., Creative Works Policy, Form I-9, and W-4). As per the provisions of the law, the Human Resources Department is required to maintain the Form SSA-1945 and to forward a copy to the appropriate pension paying agency (PERA).

Questions about this procedure should be directed to the Records Unit. Additional information about the GPO and WEP is available on the Social Security website at https://www.ssa.gov/planners/retire/gpo-wep.html.

Work Provisions and Definitions

1. Established Work Week

   An established work week is any regularly recurring period of 168 hours - seven consecutive 24-hour periods - designated as a period of work for an employee. The established work week for all University departments shall be 168 consecutive hours beginning 12:01 a.m. each Saturday. Deviations from this established work week must be approved in writing by the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Generally, administrative offices are open from 7:45 a.m. to 4:45 p.m. or 8:00 a.m. to 5:00 p.m., Monday through Friday, during the academic year, and from 7:30 a.m. to 4:30 p.m. during the summer. However, many units have operating hours that deviate from these times based upon client service or other operational considerations that dictate different schedules.

The nature of the educational endeavor makes it impractical to establish specific work hours for Academic Faculty and Administrative Professionals with assignments in the areas of teaching, research, and administration of these areas of institutional responsibility.

2. Hours Worked

Hours worked is the time for which an employee is entitled to compensation. For employees eligible for overtime, compensation must be paid for the time the employee is required to be on duty on the employer's premises, or at a prescribed work place, and for the time the employee is "suffered or permitted" to work, whether or not requested to do so. Thus, hours worked can include time spent in idleness and in incidental activities as well as in productive labor.

Scheduled meal periods are discretionary, are not counted as work time and must be at least 20 minutes. However, if the employee is materially interrupted or not completely free from duties, the meal period is counted as work time.

Work breaks are discretionary. If granted, breaks of up to 20 minutes are considered work time. Breaks shall not be used to offset other work time nor to substitute for paid leave, shall not be taken at the beginning or end of the workday, nor shall be used to extend meal periods.

NOTE: Work-Study Rules and Regulations for student employees are located on the Student Employment Services website at: www.ses.colostate.edu/wsrulesregs.aspx.

3. Flexible Work Arrangements

The University values its employees' well-being and strives to promote a positive work-life integration. Flexible work arrangements, such as flextime schedules, compressed workweeks, part-time arrangements, telecommuting, job sharing, sabbaticals, and phased retirement can help employees balance work and personal life demands while, at the same time, enabling employees to meet their needs and perform well the duties of their position. Flexible work arrangements are encouraged whenever, in the discretion of the department or unit head, they will promote the productivity and efficiency of the work unit and enhance employees' work-life integration.

Types of Flexible Work Arrangements:

1. Flextime Schedules: A work schedule that allows an employee to vary their start and end times around pre-defined core hours without changing the total hours worked in a defined work week. The core period will vary by the unit, position, and sometimes the time of year; in most areas, it is between 7:30 a.m. and 5:30 p.m.
2. Compressed Workweek: A full-time work schedule that is compressed by varying the length of the workday into fewer than five days. For example, an employee who normally works 40 hours Monday-Friday may work four 10-hour days instead.
3. Telecommuting: A work schedule that allows employees to work part or all of their work hours from a location other than their regular work site. An example would be an employee who works from a home office two days per week.

4. Job Sharing: A work arrangement in which the responsibilities of one full-time position are divided by two employees who work a part-time schedule. Job sharing differs from part-time work in that job share partners are expected to be interchangeable in work assignments and represent a single employee in all respects. Job sharing arrangements MUST be approved by Human Resources before being implemented.

Flexible work arrangements are an additional management tool available to supervisors to assist a work unit to operate effectively and efficiently. Flexible work arrangements are encouraged when it is reasonable and practical to do so and when operational responsibilities of a unit are not adversely impacted. Flexible work arrangements are not an employee benefit or right. Before implementing schedule changes or other variances from established work days, hours and locations, the department or unit head should check with the responsible higher authority (dean, vice president, vice provost, etc.). The following guidelines shall be observed:

1. Employees who are non-exempt (i.e., overtime-eligible) may not be able to work varying hours unless care is taken to comply with the Fair Labor Standards Act (FLSA) and other applicable laws and regulations governing work hours. Supervisors should consult with Human Resources before approving flex hours for non-exempt employees.

2. Employees who are exempt from overtime under the FLSA do not work a specified number of hours per week; they may exceed 40 hours in a workweek without earning overtime pay. Flexible work arrangements do not convert an exempt position to a non-exempt position; if the demands of the job require the employee to work more hours than the flex arrangement reasonably allows, or to work at a specific time or place that conflicts with the arrangement, then the flex arrangement will have to be modified (or not used during the period in question). In all cases, the primary consideration is the employee's ability to meet all usual expectations for performance of the work.

3. Not all positions or job assignments are suitable for flexible work schedules, telecommuting or job sharing. If one position within a department is found to be suitable for such an arrangement, it does not necessarily mean that other positions may also be suitable. Principles of efficiency, fairness, department morale, and accountability must all be taken into consideration when reviewing each flexible work arrangement.

4. Flexible work arrangements should be confirmed in writing, signed by both the supervisor and the employee, and kept in the employee's file along with performance plans and reviews. Such writings are not contracts, but may help avoid misunderstandings about expectations. Flex plans are always subject to change or termination, at the supervisor's discretion, in the best interests of the work unit and the institution.

5. Both the employee and the supervisor have responsibilities to assure that the flexibility agreed to does not interfere with the employee's ability to perform his or her job duties, or of the work unit to operate as intended. Established work hours for the unit based on the job responsibilities, availability of others or of resources, and team arrangements must be taken into consideration when flex time or telecommuting is allowed.

6. A flex plan must not have the effect of changing the employee's rate of pay, the manner in which the employee is paid, or the employee's grade or title.

7. An employee who requests a flexible work arrangement is not necessarily entitled to receive additional expenses, equipment, supplies, or travel time provided in order to accommodate the altered schedule or location. However, these considerations should be taken into account in the department's budget and operational planning. For example, when replacing computers, a department head may decide to furnish some employees laptops instead of desktop models in order to facilitate telecommuting. Commuting to and from home or an alternate work location is not to be considered reimbursable travel because of a flexible work arrangement.

For reference and examples of forms that may be used for flexible work arrangements, see: https://www.colorado.gov/pacific/dhr/flexible-work-arrangement-tools-employees-0. Human Resources may be contacted for questions related to flexing work hours or telecommuting at 491-MyHR (6947).

Overtime

1. Overtime Definition

   Overtime is the time an employee in a position eligible for overtime is directed or allowed to work in excess of a 40 hour established work week, except as outlined in special plans. Work over 8 hours on a single work day may be balanced by time off in the same work week at a time mutually agreeable to the employee and supervisor. Overtime will not accrue until more than 40 hours are accrued in a single work week. Authorized paid leave and holidays shall be counted as time accrued for purposes of determining overtime.

2. Overtime Use

   Overtime should be considered a reserve resource to be used sparingly and only on occasions when emergencies require. The utilization of overtime shall be at the discretion of the department head, subject to the provisions of this manual and limited by the availability of funds. Overtime may be authorized: (1) in the event of unforeseeable emergency, (2) for the purpose of manning a station or assignment when another employee is not available for work, (3) to provide essential services which cannot be provided by overlapping work schedules, and (4) to carry out short-range assignments for which the utilization of regular employees is more advantageous than the hiring of additional personnel.

   Prior approval of the department head (or his or her designee) should be secured before an employee eligible for overtime is directed, authorized or allowed to perform overtime that will exceed the 40 hour per workweek threshold. Overtime approval may be verbal or written as determined by the supervisor. The hours worked in excess of 40 in a single work week will be paid at a rate of one and one half times the employee's hourly rate, or shall be taken as compensatory time, unless the excess hours are balanced with time off during the same week, keeping the weekly total to 40 hours or less. Emergency overtime should be reported to the supervisor as soon as possible for approval. The overtime approval status should be noted on the timesheet by the supervisor. All overtime will be paid regardless of approvals, but non-approved overtime may be subject to corrective or disciplinary action.

3. Time Off

   Time off is equivalent hours authorized away from the job to balance extra (over 8) hours worked on days of the same work week so that no overtime liability is incurred. No leave is charged for this time off.

4. Overtime Eligibility

   The Human Resources Department individually reviews all state classified positions and designates each as either eligible or ineligible for overtime. These determinations are based upon the criteria contained in the Fair Labor Standards Act (FLSA). Departments and/or employees who question the stated designation may ask that a review be conducted. Requests should be submitted to the Executive Director and Chief Human Resource Officer of the Human Resources Department. Information concerning the FLSA criteria is available in the Human Resources Department.

   All employees paid on an hourly basis are eligible for overtime regardless of the noted overtime designation for the appropriate job classification, with the exception of certain employees in computer related occupations who are paid at an hourly rate exceeding $27.63. Employees in computer related classes normally exempt from overtime whose hourly rates exceed this minimum are paid their normal hourly rate for all hours worked.

5. Travel Time and Overtime

   For employees who regularly work in a fixed location who are given a special one day assignment in another city, travel time is compensable working time.

   When employees travel overnight on business, they must be paid for time spent in traveling, except for meal periods, during their normal working hours, including Saturdays, Sundays and holidays. However, they shall not be paid for time spent in travel outside those hours.

6. On-Call Status

   This is a condition where an employee is subject to call to duty but is not actually performing work. An employee who is required to remain on call on University premises, or so close thereto that the time cannot be used effectively for personal purposes, is working while on call. An employee who is not required to remain on University premises, but is merely required to provide a means of contact with University officials is not working while on call. The determination is made on the degree of restricted activity, and not on the basis of location.

7. Sleep-in-Time

   At times an employee is required to remain on the job and is permitted to sleep while on duty. Sleep-in-time is generally considered work time and requires compensation. However, the employee and the department may mutually agree to exclude compensation for sleep-in and meal time if the employee is required to be on University premises twenty-four or more consecutive hours.

8. Weekends and Periods of Paid Leave

   Employees whose established work week includes Saturday and/or Sunday shall have such day(s) treated as any work day for the purposes of overtime.

9. Casual, Occasional or Sporadic Employment

   Hours worked by an employee are excluded from calculation of overtime hours if the work is: 1) in a different capacity from any capacity in which the employee is regularly employed; 2) is at the employee's option, and; 3) is on an occasional or sporadic basis.

10. Accrual and Recording of Overtime

    For employees in job categories eligible for overtime, time worked shall be recorded daily on the applicable time sheet in hours and minutes. For example, if an individual works 8:00 a.m. to 5:16 p.m., 8 hours and 16 minutes should be recorded. However, compensable overtime will not accrue until more than 40 hours are worked in a single work week.

11. Charging Overtime When Working in Two or More Positions

    Employees whose positions entitle them to overtime compensation are to be paid overtime compensation for all time worked over forty hours in a work week, whether the excess hours result from work in a single department or work in two or more University departments or state agencies/institutions combined. Employees are responsible for advising their employing department(s) and securing approval prior to commencing employment with another University department or agency/institution. Each department should coordinate with other department, agency/institution sharing the services of an employee to ensure that overtime is properly recognized and compensated. Overtime for employees working in more than one department, agency/institution should be reported by and will be charged to the department, agency/ institution where the hours over forty are actually worked (the last hours worked in the week).

12. Payment of Overtime

    Overtime may be paid either in cash or in compensatory time. At the time the overtime is worked the department must decide whether the overtime is to be paid in cash or in compensatory time. Departments must reach an agreement with employees hired after April 15, 1986, regarding compensatory time payment. For new employees, an agreement to accept compensatory time off in lieu of cash payment is a condition of employment.

    If overtime is paid in cash, the rate is 1 1/2 times the employee's regular pay rate. If paid in compensatory time, the time allowed shall be 1 1/2 hours off for each hour of overtime worked. This must be a mutual agreement between the employee and the department and a written record must be kept.

    Cash payment for overtime will be made no later than the next regularly scheduled payday following the end of the payroll period in which the overtime hours were worked.

13. Compensatory Time

    1. Standard Provision - A non-exempt salaried employee may accumulate up to 160 hours of overtime equating to 240 hours of compensatory time at any given point in time. Any overtime worked in excess of this amount of accumulated overtime hours must be paid for in cash at the next regular pay period.

       Accumulated "comp" time must be scheduled and taken as soon as practical. Whenever possible, the time for taking such "comp" time shall be by mutual agreement between the employee and the department.

14. When Separated from University Service

    Employees being separated from University service and who have accumulated compensatory time resulting from overtime shall be paid for such time in cash.

Time Off for Exempt Employees

The salary level of employees who are exempt from overtime pay takes into account that it may be necessary for the employee to work a reasonable amount of overtime. However, there may be unusual situations in which an "exempt" employee is required to work significant amounts of overtime for an extended period of time.

In such an event, the department may grant discretionary administrative leave to an exempt employee. Under no circumstances shall an exempt employee be granted extra time off on an hour-for-hour basis.

Employee Privileges and Benefits

1. The privileges and benefits approved through the Governing Board of Colorado State University are made available to eligible Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns through employment with Colorado State University and are summarized in the CSU Cost Share Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet. The SPD booklet contains, in the case of some of the more complex benefits plans such as medical coverage, only general and summary information and should not be considered as a replacement for the more detailed information set forth in the certificates of coverage or master plan documents of Benefit Providers, available on line at http://hrs.colostate.edu/benefits/fap.html.

CSU Benefits Plan (Cost Share)

Effective January 1, 2008, under the CSU Benefits Plan, the University and employees share in the cost of basic benefit coverage for Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns, Clinical Psychology Interns, and Federal employees (herein referred to as Faculty and Non-Classified staff). General information about your benefits is provided in CSU Cost Share Faculty and Admin Pro Privileges and Benefits Summary Plan' (SPD) booklet. Additional information is available in certificates of coverage at http://hrs.colostate.edu/benefits/fap-insplans-new.pdf.

Enrollment in a retirement plan in lieu of Social Security contributions is required and is effective upon the date of employment (employee contributions). Temporary appointments must meet a one year waiting period before receiving the Defined Contribution Plan for Retirement (DCP) match. Temporary appointments include academic faculty, administrative professionals, post doctoral fellows, veterinary interns and clinical psychology interns.

The following employees are eligible for the **CSU Benefits Plan (Cost Share) Privileges and Benefits** afforded through University employment as of the date of appointment, unless otherwise noted.

1. **Academic Faculty on regular, special, senior teaching or temporary[1] appointments** of half-time or greater are eligible for benefits as of the date of appointment, unless otherwise noted. Faculty transitional appointees have the option of remaining on the active group insurance plans that are available to full-time Academic Faculty members.

2. **Administrative Professionals and Academic Faculty on regular, special or temporary[1] appointments** of half-time or greater are eligible for benefits as of the date of appointment, unless otherwise noted.

   [1]Visiting Faculty, Visiting Scientist/Scholar, Visiting Research Associates, Visiting Senior Scientist/Scholar are not eligible for benefits, except as required as a condition of employment under Colorado law, to make employee contributions to a retirement plan in lieu of Social Security.

3. **Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns** on appointments of half-time or greater are eligible for benefits as of the date of appointment, unless otherwise noted.

4. **Federal employees** on appointments of half-time or greater are eligible for insurance (excluding CSU medical plans), effective as of the date of appointment, unless otherwise noted.

State of Colorado Insurance Plans

The following employees are eligible for the **State of Colorado insurance plans**. The State's contribution applies for employees who work at least 1 full work day (8 hours) per month.

1. **State Classified and State Classified Hourly Employees.**

Health Contribution for Graduate Assistants

Graduate Assistants are eligible to receive a health contribution in the fall and spring if the following criteria is met each semester:

1. Graduate Assistants:
   a. appointed to a 25% (10 hours per week) or more assistantship (GTA, GRA, GSA) by the end of the regular add/drop period; and
   b. hold CSU health insurance; and
   c. are resident-instruction graduate students enrolled in 5 credits or more

The student does not need to apply for this benefit. A report will identify all qualifying students. A health insurance contribution will be applied to the student's account and taxed through payroll approximately one week after the end of the regular add/drop period.

a. $689 in fall, and again in the spring to qualifying international students
b. $1,165 in fall, and again in the spring to qualifying domestic students

(These amounts are based on the different costs of the types of health insurance.)

For additional information regarding the health insurance policy and the health contribution, please visit the Student Health Insurance page on the CSU Health Network website.

Questions regarding the health insurance policy should be directed to the CSU Health Network at 970-491-5118. Questions regarding the health insurance contribution should be directed to the Graduate School at 970-491-6817.

Student Health Plan

The following categories may elect to participate in the Student Health Insurance plan.

1. Pre Doctoral Fellowship Grant Trainees
2. Student Hourly and Work Study Students

Not Eligible for Insurance

1. Non-Student Hourly Employees are not eligible for any insurance plans.

2. University Employee Study Privilege and Reciprocal Study Privilege

Under the following conditions, Academic Faculty members, Administrative Professionals, Post doctoral Fellows, Veterinary Interns, and Clinical Psychology Interns with appointments of half-time or greater may register for credit courses at Colorado State University, Colorado State University-Global Campus, Colorado State University-Pueblo, and; subject to the terms of agreement between specific institutions, the University of Northern Colorado, on a space available basis without the assessment of the student portion of total tuition or general fees to the employee.

Ideally, courses taken as an employee under the Employee Study Privilege Program shall contribute to the employee's success at the University. This is one of several factors taken into account in determining whether or not the value of this benefit is taxable to the employee. Such determinations are made by Human Resources and Business and Financial Services, with reference to the Internal Revenue code (26 U.S.C. sections 127, 132(d) and 117). However, supervisors may approve an employee's use of study privilege even if the subject matter is not directly related to current job duties.

The employee must obtain the written consent from the head of his or her administrative unit to register for specific courses. Time off to attend courses taught during an employee's scheduled work hours require advance supervisor approval, which should be granted unless there is no reasonable way for the employee to perform his or her duties at other times. Time off that is granted to attend courses in which an employee enrolls at the request of the department in order to improve job skills should be treated as administrative leave with pay.

Eligible employees may register for courses without being regularly admitted to CSU.

Employee Study Privilege

Employee Study Privilege Eligibility—courses at Colorado State University

1. Academic Faculty with Regular, Special, Senior Teaching or Temporary appointments of half-time or greater;

2. Faculty Transitional appointees are eligible for the same benefit available to full-time academic faculty;

3. Administrative Professionals with Regular, Special or Temporary appointments of half-time or greater;

4. Post doctoral Fellows, Veterinary Interns, and Clinical Psychology Interns with appointments of half-time or greater;

5. Non-temporary State Classified employees with appointments of half-time or greater;

Note: Effective July 1, 2014, the one year continuous eligibility waiting period of half-time or greater service has been eliminated for Temporary Academic Faculty and Administrative Professional employees defined in the CSU Cost Share Faculty and Admin Pro Privileges and Benefits as defined in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet. Visiting temporary appointments are not eligible for benefits.

Contact Human Resources at (970) 491-MyHR (6947) regarding eligibility provisions for University Faculty Affiliates employed by USDA (GS9 or above) or Military Science (ROTC).

Eligible Faculty/Staff with full-time appointments may register for up to nine (9) semester credits per academic year **(commencing Summer session and ending Spring semester).**

Eligible Faculty/Staff with full-time appointments may register for up to nine (9) semester credits per academic year **(commencing summer session and ending spring semester).** Credits are prorated based on the appointment percentage:

100% appt.	9 credits
75-99% appt.	7 credits
50-74% appt.	5 credits
under 50% appt.	0 credits

The above credit maxima include courses which are audited by the employee rather than taken for credit. Tuition will be assessed as soon as credits are taken in excess of the program maximum for the employee.

Eligible Courses

The Employee Study Privilege Program includes credit courses which are a part of the Colorado State University Curriculum, as defined by the Colorado State University General Catalog. These courses will be identified with a departmental course number. In particular, the study privilege does not cover the cost of continuous registration.

CSU OnlinePlus (The Division of Continuing Education) offerings are included under this privilege if they are credit bearing at the institution; however, tuition for these courses may be higher than “Resident Instruction” tuition, in which case, the difference must be paid by the employee or by some other source. Courses that provide only continuing educations units (CEUs) are not eligible.

Eligible expenses under the Employee Study Privilege Program include:

1. Base Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)

2. Differential Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)

3. Program Charges – at least one study privilege credit must be utilized each semester to allow eligibility for program charges

4· University Technology Fee and General Fees - credited (fee waiver) to your student account. This waiver of General Fees removes your free access to the Recreation Center, athletic events, and other campus services.

Note: The University Technology Fee and General Fees will be credited (fee waiver) to your student account even if study privilege credits have been exhausted provided the Employee Study Privilege Registration Form is submitted.

Ineligible expenses under the Employee Study Privilege Program include:

1. Undergraduate tuition normally covered by the College Opportunity Fund (COF) – if you take a COF eligible course in a manner that COF cannot be applied (i.e., you do not apply for and authorize COF, or you audit a course), the Employee Study Privilege Program will not cover the portion of tuition that would have been covered by COF

2. Special Course fees – a list of associated courses with applicable fees is available at: http://provost.colostate.edu/provost/media/sites/75/2016/06/Comprehensive-List-AY17-FINAL.pdf.

3. University Facility Fee – prorated according to the number of study privilege credits utilized

4. College Charges for Technology - prorated according to the number of study privilege credits utilized each semester

5. After the exhaustion of available Employee Study Privilege credits, any remaining tuition, charges or fees are not eligible for coverage or the College Opportunity Fund (if applicable).

The employee registration form can be downloaded from the Human Resources website at www.hrs.colostate.edu/benefits/study-privilege.html.

Faculty and staff may also enroll in credit courses listed on the OnlinePlus website. Registration forms for these courses are located at www.online.colostate.edu/answers/facstaff/study-privilege.dot

Reciprocal Study Privilege

Colorado State University-Global
Colorado State University-Pueblo
University of Northern Colorado

The Employee Study Privilege Program includes reciprocal provisions that allow employees to take courses at Colorado State University-Global Campus, Colorado State University-Pueblo, and the University of Northern Colorado.

Enrollment requires the agreement to fulfill financial obligations and abide by the policies of the reciprocal educational institution in which student status is obtained. Program eligibility shall be defined and determined by the Employee Study Privilege Program of Colorado State University.

Contact Human Resources at (970) 491-MyHR (6947) or review reciprocal program information at www.hrs.colostate.edu/benefits/study-privilege.html.

Additional forms are required to gain pre-approval under the reciprocal provisions of the Employee Study Privilege Program. The required forms are located at www.hrs.colostate.edu/benefits/study-privilege.html and are submitted to Human Resources.

3. Retirement Plans

All employees of the University, except for those student employees who qualify for exemption under federal law, are required to participate, according to their employment status, in one of the retirement plans summarized below. CSU employees are not covered by Social Security.

a. Public Employees Retirement Association (PERA)

PERA covers all state classified and non-student hourly employees, and certain faculty and administrative professional employees eligible for membership under PERA rules. Only those eligible newly appointed faculty, administrative professional and other non-classified employees with qualifying prior service in Colorado's PERA retirement system may be eligible to elect to continue membership in that retirement plan. All other newly eligible faculty, administrative professional or non-classified appointee must enroll in the Defined Contribution Plan for Retirement (DCP).

Enrollment in PERA for Academic Faculty, Administrative Professionals and other non-classified staff is restricted to those employees meeting PERA's eligibility criteria which includes, but is not limited to being an active PERA participant with at least 12 months of service credit, an in-active member with that amount of service credit or a current PERA retiree. However, unless you are a PERA retiree, you may not elect PERA as your retirement plan if you have previously been employed by a pubic college or university in Colorado offering an Optional Retirement Plan (ORP) if during that employment you made an election to participate in that institution's ORP. In addition, if your election at that time was to participate in PERA, you may not now elect the ORP. Such elections are by law irrevocable. Effective January 1, 2011, present PERA retirees may elect either PERA or the ORP (Defined Contribution Plan) as their retirement plan each time they are reappointed. Any election to participate in PERA will require you to make the required employee or working retiree contribution to that Plan. Note: PERA is a separate and independent entity and has the authority to make determinations regarding eligibility for membership. CSU cannot mandate, nor is it responsible for, PERA's determination regarding eligibility.

Coverage begins as of the date of employment. Thereafter, 8.0% (current rate) of the employee's salary is deducted from the employee's monthly pay. The University also makes a contribution, which is a percentage of the participant's salaries and wages.

Effective July 1, 1984, the 8% employee contribution to PERA will be subject to tax-deferral. All PERA benefits (retirement, survivor benefits, etc.) will be calculated on full pay.

The amount deducted from the employee's salary and the University's contribution is used to establish a retirement annuity fund for the employee. If requested, the employee's contribution is refunded upon termination. The employee is eligible for a retirement annuity after five or more years of service and may apply for a deferred annuity rather than a refund. Contact PERA for additional information at (800) 759-7372.

Employees wishing to apply to receive monthly retirement benefits should contact the Benefits Unit in the Human Resources Department, between 60 and 90 days prior to their planned retirement date. PERA required forms can be obtained and processed at that time.

Defined Contribution Plan (DCP)

Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns hired on or after April 1, 1993, are covered under the DCP unless they have an existing PERA account and request coverage under that retirement plan instead of the DCP and PERA permits such coverage. The DCP also covers those Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns who elected between April 2 and May 31, 1993, to transfer from PERA to the DCP. Coverage begins as of the date of employment.

All DCP participants contribute 8.0% of their covered earnings to the plan. The University also makes a contribution, which is a percentage of the participant's covered monthly salary, toward the DCP retirement accounts of Academic Faculty with regular, special, or senior teaching appointments of half-time or greater and Administrative Professionals with regular or special appointments of half-time or greater and Academic Faculty and Administrative Professionals with temporary appointments and Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns after one year of continuous half-time or greater service. Effective July 1, 2005, the University is required to make the employer match payments to PERA on all employees receiving an annuity from PERA. PERA annuitants newly hired or reappointed on or after July 1, 2005, and tenured faculty members going on Transitional Appointments on or after January 5, 2006 will be subject to a reduction in the employer match to the DCP by any amount the University is required to pay PERA on behalf of such annuitant. The University also contributes a percentage of covered earnings toward the cost of employee benefits and post-retirement health care for those Academic Faculty and Administrative Professional DCP participants who qualify for participation in the CSU Cost Share Faculty and Admin Pro Privileges and Benefits as defined in the Summary Plan (SPD) booklet.

Participant and University contributions, plus earnings on those contributions, are available for distribution to the participant upon termination of employment with the University and attainment of age 55, or can be rolled over to another employer's IRS qualified retirement plan or to an Individual Retirement Account (IRA).

Participants can choose among three companies with which to invest their DCP accounts: Fidelity, TIAA-CREF, and VALIC. Participants can be with only one company at a time, but can change annually as of each January 1st. Participants can allocate their DCP accounts among the individual investment funds of their selected company in whatever manner and as frequently as their selected company permits.

b. Student Employees Retirement Plan

The Student Employee Retirement Plan (SERP) has been established by the State of Colorado for eligible student employees. This retirement plan is administered by TIAA-CREF and they may be reached at (877) 518-9161. The Student Employee Retirement Plan is a state-mandated plan in lieu of Social Security for students of institutions of higher education. A retirement savings account will be established in the student's name at TIAA-CREF for contributions made to the SERP. The contribution amounts assessed against wages are 7.5% for the SERP and 1.45% for Medicare. SERP account balances are available for distribution to participants upon the expiration of period(s) of covered employment, subject to IRS limitations. The plan requires that you end our student status with the institution before you have access to the SERP account. **Therefore, termination is equivalent to graduation or no longer being enrolled as a student.** Withdrawals prior to age 59 ½ are subject to ordinary income taxes and are generally subject to a 10% early withdrawal penalty. Participation in the SERP/Medicare is mandatory if students do not meet one of the following conditions for exemption:

Summer

1. **Undergraduate and Graduate Students:** Must be officially admitted as a degree-seeking student and enrolled at least half-time (3 credits for summer) for a summer term running concurrently with your work schedule.

Fall and Spring

1. **Undergraduate Students:** Must be officially admitted as a degree-seeking student and enrolled at least half-time (6 credits).
2. **Graduate Students:** Must be officially admitted as a degree-seeking student and enrolled at least half-time (5 credits).

4. Tuition Scholarship Program for Spouses, Domestic Partners, and Children

The spouse, domestic partner, civil union partner, and Eligible Children of an Eligible Employee shall be qualified to receive a Tuition Scholarship if admitted to Colorado State University, Colorado State University Global Campus, or Colorado State University Pueblo and enrolled in a degree program or as a degree-seeking student with an undeclared major. This Tuition Scholarship Program is also available to students in programs such as Professional Veterinary Medicine, Teacher Certification, and Principal Licensure. The amount of this Tuition Scholarship shall be a fixed percentage of the undergraduate or graduate tuition that would be assessed to the student for regular on-campus courses at the in-state tuition rate, except for a student in the Professional Veterinary Medicine Program, whose scholarship shall equal this same percentage of the tuition assessed to in-state graduate students. This percentage shall be set by the President, but it shall be at least fifty (50) percent. Note that, in some cases, this Tuition Scholarship may be taxable income. Applications for this Tuition Scholarship must be processed in accordance with the requirements established by Student Financial Services and Human Resource Services for this program.

If a person dies while an Eligible Employee, his or her spouse or domestic partner, or civil union partner shall continue to be qualified for this Tuition Scholarship Program until six (6) years after the date of the death, and each of his or her Eligible Children shall continue to be qualified for this Tuition Scholarship Program until the Eligible Child reaches the age of twenty-six (26). For all cases of separation from employment of an Eligible Employee other than death, the spouse, domestic partner, civil union partner, and Eligible Children of the Eligible Employee shall cease to be qualified for this Tuition Scholarship Program at the end of the academic year in which the separation from employment occurs.

In exceptional circumstances, the Vice President for University Operations has the authority to grant eligibility to someone who might not qualify otherwise for eligibility.

a. Eligible Employee shall mean and refer to all:
   1. faculty members with regular, special, senior teaching appointments of half-time (0.5) or greater. Faculty transitional appointments are eligible for the same benefit available to full-time academic faculty
   2. administrative professionals with regular or special appointments of half-time (0.5) or greater, and;
   3. non-temporary state classified appointments of half-time(0.5) or greater.

b. "Eligible Child" shall mean and refer to biological children, adopted children, foster children, stepchildren, and legal wards of either the Eligible Employee or the Eligible Employee's spouse or domestic partner, or civil union partner, as well as any person for whom either the Eligible Employee or the Eligible Employee's spouse or domestic partner, or civil union partner is standing in loco parentis, provided that the "Eligible Child" is under twenty-six (26) years of age.

c. "Spouse" means a person who is legally married to an Eligible Employee, including a common-law spouse or same-gender spouse when the applicable jurisdiction's law recognizes such marriages.

d. "Domestic partner" has the meaning described under the University's benefits plan.

e. "Civil union partner" has the meaning defined in C.R.S. §14-15-103.

d. University Retirement Policy

Refer to the Human Resources Manual - Appendix 8 for the University's retirement policy for Academic Faculty, Administrative Professional and State Classified employees, as approved by the CSU Board of Governors on May 5, 2005. It is also available on the Human Resources website at: www.hrs.colostate.edu/university-retirees/definition.html.

e. Continuation of Medical Insurance Under COBRA

Effective March 1, 1987, provisions of the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permit employees who would otherwise lose group medical and dental coverage to extend this coverage for up to 18 months. Dependents who lose coverage due to end of employment, divorce, attainment of the maximum age for dependent child eligibility, death of employee or other specific events may continue group coverage under COBRA for up to 36 months. Enrollment forms for continuation of benefits under COBRA are available from the Benefits Unit. Election for continuation must be made within 60 days of normal insurance termination date. You may locate additional information regarding COBRA at the State of Colorado website for State Classified staff at https://www.colorado.gov/pacific/dhr/cobra. Academic Faculty and Administrative Professionals may locate summarized COBRA information in the CSU Cost Share Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet located at: www.hrs.colostate.edu/benefits/fap.html.

Personnel-Budget-Payroll System

The Personnel System and the Payroll System are integral parts of an overall computerized Personnel-Budget-Payroll System. Data is primarily provided through the Human Resources Department and the Personnel/Payroll System, and a common master data file provides data for personnel operations, payroll operations, time and effort reporting, reports to State and Federal agencies and budget preparation.

The following table indicates the basic personnel actions and data forms required.

	Personal Action Data (electronic submission)	W- 4	Voluntary Deductions	Payment Disposition	Retirement Application	Overtime Auth/ Certification	CSU Time Sheet	State Time Sheet FR 30-5-73	I- 9
Academic Faculty and Administrative Professionals	X	X	X	X	X				X
Classified-Exempt from O .T.	X	X	X	X	X				X
Classified-Salaried Eligible for O .T.	X	X	X	X	X	X	X (1)	X	X
Classified-Hourly	X	X	X	X	X	X	X	X	X
Graduate Assistants-Post Doctoral	X	X		X	X (2)		X (1)		X
Non-Student Hourly	X	X		X	X	X	X		X
Student Work Study	X	X		X	X (2)		X		X
Student Non-Work Study	X	X		X	X (2)	X	X		X

(1) Only for approved additional hourly work and/or overtime.
(2) Only for mandated or voluntary enrollment as applicable.

1. Form deadlines. To ensure timely payment of employees and meet Personnel/Payroll processing, all personnel actions and data forms should be submitted through the appropriate channel(s) as soon as possible. All salaried time files that are complete and approved by the tenth of the month will be paid that month. Any received after the tenth will be subject to processing deadlines and may not get paid until the following month end. Personnel actions that have received final organizational approval (received by the Human Resources Department) at least 2 days prior to the published payroll processing date will be reflected in that payroll cycle. To be sure that personnel actions make it all the way through the approval process, initiate actions well in advance of the payroll processing date. The Payroll calendar of important due dates is located on the Human Resources website at: http://www.hrs.colostate.edu/pdfs/payroll-yearly-processing-2017.pdf.

General Payroll Information

1. Payroll Documents
   Time sheets are the primary documents to record and authorize regular hourly, overtime and special pay. It is essential that these documents be accurately completed by knowledgeable supervisors, that documents be adequately secured against fraudulent entry data, and that documents be signed by authorized personnel and time appropriately and timely entered on the Personnel/Payroll System time file.

2. Pay and Pay Periods
   Salaried employees are paid monthly on the last state work day of the month, except for the month of June of each year, in which the pay date will be delayed to the first working day of July, effective CY 2003 (see schedule in Appendix 1 of the Human Resources Manual). Hourly employees are paid bi-weekly (see schedule in Appendix 2 of the Human Resources Manual). As of January 1, 1996, all new hires are required to have their pay directly deposited to a checking or savings account at the financial institution of their choice, as indicated on the employee's Payment Disposition Action form. Pay advices are now published online to Employee Self-Service. They are available to employees by signing into the Administrative Applications and Resources (AAR).Those grandfathered employees still receiving checks may pick them up at the HR Service Center, 555 South Howes Street, Second Floor, between the hours of 7:45 a.m.and 4:45 p.m. on normal business days.

3. Tax Withholding
   Payments of salaries and wages are made through the Payroll Unit and taxes are withheld in accordance with each employee's tax status as indicated on the W-4 form. When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet. Anyone claiming "exempt" must file a new W-4 form prior to February 15 for that year. Scholarship payments are not made through the Payroll Unit and there is no withholding of State or Federal taxes.

4. Extended Sick Leave
   When an Academic Faculty or Administrative Professionals' sick leave usage due to the continuation of a serious health condition defined under Family Medical Leave (FML) exceeds 30 work days per fiscal year (July 1 – June 30), the cost of the excess sick leave (those days that exceed 30) may be charged to the fringe benefits pool. FML notice and designation requirements must be met in order to qualify for eligibility. This is done by the department filling out an Extended Sick Leave Request form and submitting it along with supporting FML documentation (Notice of Eligibility and Rights and Responsibilities, Designation Notice and Certification of Health Care Provider for Employee's Serious Health Condition) to the Benefits Unit. The Benefits Unit will review the information for appropriateness and send it on to the Payroll Unit, which will process an Expense Transfer (expense transfers are discussed in Section 8, Management Reports) of the excess sick leave amount from department accounts to the fringe pool account.

Terminal Pay

Employees, who retire, resign or are discharged, and survivors or estates of deceased employees will be paid the salary due plus unused annual and allowable sick leave. Terminal pay will be included in the employee's final pay if all required documents have been processed.

Payments to employees for accrued annual leave upon termination and accrued sick and annual leave upon retirement will be charged to the fringe pool. The Payroll Unit will make such charges based on data available on termination or retirement personnel actions.

5. Time Limitations for Terminal Pay
   Following are statutory provisions for paying terminating employees:

   a. Employees who terminate will be paid on the next regular pay day.
   b. Employees who are terminated at the volition of the University must be paid immediately. In this event, the department must make prior plans to have the employee's pay check ready for immediate delivery to the employee.
   c. The time for payments is not extended because of accrued leave.

6. Taxes on Terminal Pay
   Taxes may be calculated and withheld on a fixed amount or on the percentage aggregate method. Employees who are to receive a substantial amount on the final payment should contact the Payroll Section prior to preparation of the payroll and determine the method desired for tax calculation.

   Income earned may not be deferred until the next calendar year for tax purposes. The Internal Revenue Code states that if income is available in a calendar year it is taxable in that year. As an example, employees retiring on November 30 (last day worked) will receive their regular pay for November on the November payday. Pay for accumulated annual leave and the allowable sick leave will also be received in the same November paycheck.

8. Moving Expense Reimbursements
   Changes in federal law (OBRA-93, effective January 1, 1994) requires some moving costs to be considered taxable income. See the University Financial Policy and Procedure Instruction Manual and Fiscal Rules for details on procedures.

9. Advances
   The State does not permit advance payments or loans against future pay.

10. Overseas Pay
    The compensation of University employees located overseas may consist of four elements: the University base salary, overseas incentive pay, overseas (post) differential pay and Sunday premium pay.

    The base monthly salary must be shown on the salary screen of the job assignment in the Personnel/Payroll System. Authorized incentive and overseas differential should be processed on a supplemental pay request form, but may be for periods longer than one month. See the *Academic Faculty and Administrative Staff Manual*, Section D, for further information.

    Sunday Premium Pay should be calculated and requested on a supplemental pay form (See Section 2 of the Human Resources Manual) listing the appropriate dates and description.

    The overseas (post) differential is payable beginning on the date of arrival at the assigned overseas post and continues through the day of departure from the overseas post in route to the United States.

    Differential is not allowable while the employee is away from the duty station on home leave. Also when the assignment is a short term assignment the pay does not begin until the 43rd day at the post. The department should notify the Payroll Unit by memo of any periods for which an employee is not entitled to overseas differential pay.

For partial months the regular pay will be computed dividing the days worked by the total work days in the month and multiplying by the monthly rate. The differential pay will be computed by dividing the number of work days eligible (as defined above) by the total work days in the month and multiplying by the monthly differential rate.

11. Earnings Statements
Departments should ensure that employee's earnings statements are delivered in a timely and confidential manner. In cases of terminated employees, departments should mail earnings statements to the employee's forwarding address, if known. If no forwarding address is available, the earnings statements should be returned to the Payroll Unit.

Payroll Deductions

Employees are subject to mandatory deductions for State and Federal income tax, and with the exception of those student employees who qualify for exemption under Federal law, retirement and Medicare tax, and for any court ordered payments. Academic Faculty, Administrative Professionals and State Classified personnel may also authorize voluntary deductions made available by the University. Requests for additional deductions or changes to existing deductions must be made to the Payroll Unit no later than 2 working days prior to the current month payroll processing date to be effective for that month.

Deductions are prioritized as follows:

1. When an employee changes category (Academic Faculty or Administrative Professional to State Classified or State Classified to Academic Faculty or Administrative Professional) all voluntary deductions for the category the employee is leaving will be canceled and new deduction enrollment forms appropriate to the new category must be completed.

2. Personnel going on special leave or leave without pay, and those holding appointments with special pay arrangements where the pay varies from month to month, should contact the Payroll Unit to make arrangements for the premium payments of continuing benefits while on leave.

3. State classified and state classified hourly employees are eligible to enroll in the State of Colorado insurance plans. The State's contribution to the insurance plans is paid if the employee works at least 1 full (8-hour) work day per month. Insurance premiums for the employee's share will be deducted if the employee receives enough pay to cover the costs.

4. State classified hourly employees are eligible for optional payroll deductions. Since there is no guarantee that the pay for the hours worked in any two week period would exceed the amount of the deductions, hourly employees should refer to the state classified hourly insurance procedures and cash payment schedule (see Appendix 3 of the Human Resources Manual) for cash payment requirements.

5. Amounts owed to the University for unpaid parking fines, veterinary hospital changes, and other valid obligations will be deducted from the employee's paycheck after written notice of the pending deduction has been sent to the employee.

6. Court ordered child support; garnishments, tax levies and liens take priority over **all** voluntary reductions or deductions.

7. Termination of Voluntary Deductions:
   a. Voluntary deductions will terminate at the end of the contract period. At the time of termination, amounts owed the University for travel advance, athletic tickets, accounts receivable or any amount agreed to by the employee will be deducted from the final paycheck.

b. When an Academic Faculty, Administrative Professional, Post doctoral Fellow, Veterinary Intern or Clinical Psychology Intern retires or terminates employment with the University, coverage under the CSU Cost Share Benefits Plan will terminate at the end of the month in which employment ceases. Payroll deductions for insurance premiums will be taken out of the last paycheck.

c. Premiums for state classified insurance plans will be deducted from a terminating employee's last payroll check to pay for coverage for that current calendar month. Coverage ends at the end of the month of termination.

Overpayments and Underpayments of Salaries and Wages and Other Amounts

While the University makes every effort to ensure that employees are paid correctly, occasionally errors are made resulting in either overpayment or underpayment to employees, which may go undetected for some time.

1. Recovery of Overpayments: The University fiscal rules require the repayment of any salary, wage or other overpayments made to State employees. Amounts owed by an employee to the University require immediate arrangement for payment. If repayment arrangements acceptable the University cannot be made, the University may offset the amounts owed against any amounts due and payable to the employee from any applicable source.

   If the overpayment is nominal it may be deducted from the employee's next pay. In some cases the overpayment may be significant and require a repayment schedule not to exceed six months. The Payroll Unit will establish a repayment schedule based on the particular facts involved in each case. The objective is to recover the overpayment as quickly as possible while taking into account the creation of an undue hardship on the employee.

2. Underpayment of Salaries and Wages: According to policy adopted by the Executive Budget Committee in December 1994, when underpayments occur, the University limits back pay awards to a 2 year period. The 2 year period is defined as the 24 month period immediately preceding the date the error was discovered. This policy does not apply to state classified personnel.

FICA Medicare Tax

All employees hired after March 31, 1986, except those student employees not required to participate in the Student Employees Retirement Plan (SERP), must have FICA Medicare Tax withheld. The rate is 1.45% with no maximum for eligible employee earnings. An employer contribution of an equal amount is also required.

Workers' Compensation

Colorado law requires employers to provide workers' compensation insurance for employees who are injured on the job, or contract disease related to their work duties, as determined to be compensable by the State Compensation Insurance Fund. Such insurance provides for medical treatment and lost wages replacement up to the average weekly wage established annually by the Colorado Department of Labor. A physician's statement must be presented to the respective department by the injured employee stating the specific day(s) of disability caused by the accident or occupational disease.

Colorado State University is insured for workers' compensation under self-insurance maintained by the State of Colorado for all agencies and institutions of the State. A third party claims administrator is contracted by the State and all employer (University) responsibilities are handled locally by Environmental Health Services located on campus.

The University provides workers' compensation for all paid employees except visiting faculty, student interns, and independent contractors. Contact Environmental Health Services or visit their web site at www.ehs.colostate.edu for detailed information and forms.

As of January 1, 1997, state classified staff may be granted injury leave up to 90 working days with full pay when the employee agrees to allow weekly workers' compensation benefits to be paid directly to the University. After exhaustion of injury leave, workers' compensation benefits will be paid directly to the employee and the remaining one-third of the employee's salary will continue to be paid by the University and will be charged against the employee's accrued sick and annual leave. If the employee remains off work to the extent that accumulated leave is exhausted, the employee will continue receiving payments from worker's compensation, but pay from the University will cease and the employee will be placed on leave without pay. See (Section 3 of the Human Resources Manual) for additional information.

Unemployment Insurance

Most employees of the University are covered by the Colorado Employment Security Act of 1971. Graduate assistants, veterinary residents, fellowship grant trainees, student hourly and work study students are not covered. Covered employees who leave the University may be entitled to unemployment benefits, and may file a claim on the basis of wages earned at the University provided the terms and conditions of the Colorado Employment Security Act are met. All cases are handled separately and rulings determining eligibility are made on an individual basis.

Social Security Number

Each employee (including faculty affiliates) must have and report a social security number. Social security number changes/errors should be immediately reported to the Human Resources Information Systems Unit.

Due to a recent change in policy by the Social Security Administration, immigration documents submitted by foreign nationals applying for a Social Security number will be subject to verification by the Immigration & Naturalization Service (INS) prior to the issuance of a Social Security number. This verification process will delay the receipt of the Social Security card for significant periods expected to be as long as twelve weeks. Delaying the commencement of employment of foreign visitors, with proper work authorizations, for such lengthy periods imposes an unreasonable burden on both the employee and the employing University department. As a result, the procedure outlined below, developed in cooperation with the Office of International Student Services and the local Social Security Administration Office, had been implemented to allow foreign nationals to commence University employment in a timely manner. The procedure applies to both student and non-student employees.

1. The employee will secure a Form SS-5 and an accompanying letter from International Student Services, Laurel Hall. The letter and completed Form SS-5, along with their passport and form I-20 or IAP-66, should be taken to the Social Security Office located on the 2nd floor of the Old Town Post Office Building, 301 S. Howes Street, where an application for a Social Security number will be completed.
2. The employee should request a photocopy of the completed Form SS-5 and a receipt or letter verifying the completion of the Social Security number application process from the Social Security Office.
3. The employee should then schedule an appointment with the Foreign Tax Administrator (555 S. Howes Street, 3rd Floor) by calling (970) 491-3538.
4. At the time of the appointment, the Foreign Tax Administrator will determine the correct income tax status of the employee and will assign a payroll control number (000-xx-xxxx) which will be used in place of the Social Security number to permit processing the necessary appointment and other personnel action forms necessary to set the employee up in the Personnel/Payroll System. The employee will be given a copy of their W-4 Form containing the payroll control number to return to the hiring department.
5. Upon receipt of the Social Security card by the Foreign Tax Administrator, the employing department and the Human Resources Department will be advised of the correct number so departmental and central personnel and payroll records can be updated accordingly. Social

Security cards are being sent directly to the Foreign Tax Administrator to ensure that the employee receives the card in the event of a change of address.

Name Change

Name change requests should be entered in Employee Self Service by the employee. The name change request will route through Oracle work flow to the departmental approver. Official documentation substantiating the name change must be reviewed by the HR approver at the college or department level before the Oracle action can be approved.

Family and Medical Leave Act (FMLA)

Colorado State University (CSU) recognizes that its faculty and staff strive to balance the responsibility of their work and personal lives. The Family Medical Leave Policy is designed to support those efforts and to comply with the provisions of the Family Medical Leave Act of 1993 (FMLA), as later amended, and applicable implementing regulations including the State of Colorado's Family care Act (FCA). Much of the language in Appendix 3 of the Faculty and Administrative Professional Manual is taken from the FMLA of 1993 and later amendments as of August 2013 and the FCA, which is effective August 2013.

The Family and Medical Leave Act of 1993 entitles all eligible employees to 12 work-weeks of leave during a 12-month period for (a) the birth and care of a child or placement and care of an adopted or foster child within 1 year of the event; (b) the serious health condition of the spouse, child, or parent; or (c) the employee's own serious health condition. In the case of a non-state classified employee, the 12 month period will be rolling, measured from the 1st date FML is used to the same date 12 month later.

The full FML policy for all University employees except state classified can be found in Appendix 3 of the *Academic Faculty and Administrative Professional Manual*. FML designations and notices are to be remitted to the Human Resources Benefits Unit. FML questions regarding current procedures and forms should be directed to the Human Resources – Benefits Unit at (970) 491-MyHR (6947).

NOTE: State classified employees are covered by the State of Colorado FML policy. Refer to Section 3 of the Human Resources Manual, for the specific provisions of that policy.

Victim Protection Leave Law (C.R.S. 24-34-402.7)

Employees are granted up to 24 hours of unpaid leave (prorated for part-time employees) per fiscal year if they are victims of stalking, sexual assault, or domestic abuse or violence. An employee must have one year of service to be eligible and have exhausted any annual and, if applicable, sick leave. All information related to the leave shall be confidential and maintained in separate files with limited access.

Inclement Weather Policy

Only the President of the University or his/her representative may make the decision to close the University. Announcement of such unscheduled closures will be communicated to the local media by the Public Relations Department no later than 5:30 a.m., whenever possible. Employees are encouraged to tune in a local radio station (530-AM), or contact the University's weather-emergency hotline, (970) 491-SNOW, whenever weather conditions indicate the possibility of closure. The following is the University's Policy relative to the pay status of the University's faculty and staff during periods of inclement weather. This policy applies only to employees paid on a salaried basis. Hourly employees do not qualify for any type of paid leave and are paid only for actual time worked. Determinations as to the operational status of all

University units outside the Fort Collins area shall be the responsibility of the appropriate Department or Agency Head. Employees in such units should consult with their departments concerning their status relative to paid time off.

1. Employees who are absent due to extreme weather conditions when the University remains open must take annual leave, or leave without pay if no annual leave is available, for work time missed.

Minor periods of tardiness shall be excused. However, lengthy periods should either be made up in the same work week or charged to annual leave or leave without pay as appropriate.

2. When the University is officially closed because of inclement weather, the resultant absences of employees during scheduled work time will be considered as administrative leave with pay for all normally scheduled work hours during this period.

3. Employees on scheduled leave (annual, sick, etc.) shall remain on that status during periods of closure to the extent approved or appropriate and shall not be granted administrative leave.

4. Employees required to work during periods of closure due to inclement weather may be entitled to a comparable amount of time off as outlined below if the period of closure is for one-half day or more. If the period of closure is less than one-half day, employees required to continue working will not be given time off for such work.

    a. Overtime eligible employees required to work during periods of suspended operation of at least 4 hours are entitled to a comparable number of hours off as paid administrative leave, up to the number of hours equal to their normal work schedule. In these cases, only those hours actually worked are to be counted as "work-time" for purposes of overtime calculations (cannot count the same hours twice). Such employees who terminate employment prior to taking all administrative leave hours are compensated for the unused time.

    b. Overtime-exempt employees required to work during periods of suspended operation may be given time off for all or part of the hours worked with the specific approval of the appropriate Department Head. Terminating employees are not compensated for any unused balance.

5. Departments are responsible for notifying employees who are to respond during University emergencies including those required to report during periods of closure. In addition, others may be required to report due to unusual circumstances and will be so notified by the appropriate supervisors at that time. Employees unsure of their status or unclear as to the nature or extent of a closure announcement should contact their immediate supervisor(s) or departmental offices for clarification

Records Policy

By action of the Board and pursuant to statute (C.R.S. 23-31-107), the Secretary of the Board is the official custodian of all University records. However, for administrative efficiency, this responsibility has been delegated to various University custodians. For information on the University records policy and procedures for release of records, refer to Section I of the *Academic Faculty and Administrative Professional Manual.* For a list of designated University record custodians contact the Office of the Vice President for Administrative Services.

Outside Employment

University employment shall be the principal vocation of full-time classified employees. However, an employee may engage in outside employment subject to the following conditions:

1. The outside employment may not interfere with efficient performance of the University assignment;

2. The outside job may not conflict with the interests of the University or the State of Colorado;

3. The outside employment may not be the type that would reasonably give rise to criticism or suspicion of conflicting interest or duties;

4. The employment shall be in keeping with the "Colorado Code of Ethics", established by Executive Order of September 13, 1966;

5. The employee has the written approval of his/her department head.

Policy on Rights and Responsibilities Related to Creative Works

Salaried employees must sign the Policy on Rights and Responsibilities Related to Creative Works statement as a condition of employment. Refer to the *Academic Faculty and Administrative Professional Manual* for further information.

Oath of Allegiance

All Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns, Clinical Psychology Interns, Veterinary Residents, and Graduate Assistants are required by state law to execute the State Loyalty Oath per House Bill No. 1194 enacted by the 1969 Session of the Colorado Legislature. Refer to for a copy of the Oath of Allegiance. The Oath of Allegiance requires the form to be notarized before submission to Human Resources.

Code of Ethical Behavior and Conflict of Interest Statements

For details see Section D.7.7 of the Academic Faculty and Administrative Professional Manual. While material in the Manual generally relates to faculty and administrative professional appointees, the section on Conflict of Interest represents the University's policy on this matter for all faculty and staff, including its state classified employees. However, the required disclosures at the time of appointment and annually thereafter contained in D.7.7.4 apply to state classified employees only in cases where the employees are engaged in policy or rule making, negotiating, reviewing, approving and/or signing contracts for the purchases of goods or services on behalf of the Board of Governors or the University.

Political Activities

For details on the University policy on legislative lobbying, participation in political campaigns and holding public office, refer to the *Academic Faculty and Administrative Professional Manual* or the *State Classified Personnel Handbook*.

Smoking in Campus Buildings

Smoking is prohibited in all State-owned or leased University buildings and vehicles per the Governor's Executive Order effective January 1, 1991.

Notification Procedure for Death of a Current Employee, Retiree, or Former Employee

In the event of death of a current or former Academic Faculty, Administrative Professional or Classified staff member, the following procedures should be followed:

1. Current Employee. Report of an employee death should be made as soon as possible to the Associate Director of Human Resources with management responsibility for the Benefits Unit, or, in the absence of that individual, to a Benefits Administrator who may be reached at (970) 491-MyHR (6947). Information provided should include as much of the following as is available: employee name, title, department, next of kin, funeral / memorial service arrangements, designated memorial (if applicable). Human Resources will verify the accuracy of the information and implement the appropriate administrative actions.

2. Retiree or Former Employee. Notify the Associate Director of Human Resources with management responsibility for the Benefits Unit as soon as possible to ensure appropriate administrative actions are implemented.

Employee Liability

The Colorado Governmental Immunity Act, C.R.S. 1973, protects public employees from liability, and from the costs of defense, where the claim against the public employee arises out of injuries sustained from an act or omission of such employee occurring during the performance of his duties and within the scope of his employment.

The Colorado Governmental Immunity Act defines "employee" as "an officer, employee or servant of the public entity, whether or not compensated, elected or appointed, but does not include an independent contractor or any person who is sentenced to section 42-4-1202(4), C.R.S. 1973, to participate in any type of useful public service".

The University does maintain insurance to protect itself, in most cases, from financial loss due to claims of liability against the University and its employees. However, employees should exercise due caution and use common sense in attempting to avoid accidents and injury which could result in liability to themselves or to the University.

To qualify for protection under the Colorado Governmental Immunity Act, employees, as defined above, should adhere to the following criteria:

1. Incidents or occurrences that can reasonably be expected to lead to a claim should be reported as soon as possible to the employee's supervisor and to the University Risk Management Office. Incidents or occurrences involving injury or death should be reported immediately.
2. Injured persons, or claimants, should be referred to the University Risk Management Office for details on how to file a claim with the Office of the Attorney General of Colorado.
3. Employees must not compromise or settle claims without consent of the University and the Attorney General.
4. An employee who has been served with notice of a court action against the employee and/or the University must notify the Office of the Attorney General of Colorado, in writing, within fifteen days of receipt of such notice.
5. No protection is provided
    a. when the act or omission is outside the scope of employment, or
    b. for acts or omissions that are criminal, intentional, willful or wanton

Questions on liability insurance should be directed to the University Risk Management Office. Questions of a legal nature should be referred to University Legal Counsel.

Provisions as stated in the Colorado Governmental Immunity Act and the University's contract of liability insurance supersede any statement made in this manual.