



# HR Manual

March 2020



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY



## SECTION 1: GENERAL PROVISIONS

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SECTION 10: HUMAN RESOURCES SYSTEM USER GUIDE

**Contact HRIS, Human Resources, for a copy of this section.**



## 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 committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and 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. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Executive Director of Human Resources and Equal Opportunity, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

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 matter 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.
8. Determining exemption of positions from state classification in accordance with statutory provisions and established guidelines.
9. 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 Section 3 of the [Human Resources Manual](#) for additional information).
10. Processing and recording of personnel actions, transactions of data of all University personnel except for student hourly employees.
11. Publishing administrative and informational manuals which provide guidance on personnel matters to University departments and employees.
12. Serving as technical liaison to the Classified Personnel Council.
13. Administering the unemployment compensation insurance program.

### 4. 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 forms 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.

### 5. 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.

### 6. 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.

### 9. Risk Management and Insurance Office

The Risk Management and Insurance Office 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 [website](#).

## **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](#).

### 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, Graduate Research Assistant-PreDoc

Graduate assistants assist with academic programs and research but are students first and foremost. Graduate research assistant predoc (GRAPD) are graduate level fellows being paid/sponsored on certain types of Federal training grants and continue to hold the title, fellowship grant trainee pre-doctoral scholar, with the awarding entity (e.g., federal, state, public or private department, unit foundation, etc.). 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 and 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. The University complies with the Titles VI and VII of 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 access and opportunity in treatment, employment, admissions, programs and activities 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 Building.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Executive Director of Human Resources and Equal Opportunity, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

### **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](mailto: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.

Those employed for less than three workdays must provide identity and work authorization by the end of the first workday. CSU has adopted an electronic system in which to complete the Form I-9 and SSA 1945. This system must be used for all Form I-9 completions, unless otherwise expressed by Human Resources.

I-9 Forms must be kept on file with 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 completed. Departments must follow the established University process outlined below:

1. Complete a Form I-9 for 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.
  - a. If the documents presented appear valid on their face, and if they meet the requirements listed for 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.

For more information on completion of the Form I-9, please refer to the USCIS, Handbook for Employers: Guidance for Completing the Form I-9 (Employment Eligibility Verification Form).

**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 completed in an electronic system adopted by Human Resources. Completion of this online document is mandated 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 completed online during the onboarding process. A copy of the form is available online at the Social Security [website](#).

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

1. Prior to the start of employment, direct the employee to fill out the Form SSA-1945 in the electronic system if the position is eligible 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
2. Have these new employees complete the electronic process which attests to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement.
3. 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).

# Section 1: General Provisions

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](#).

## **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](#).

### **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 workdays, 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

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 workday 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 mealtime 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 workday 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

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 the Human Resources [website](#).

### CSU Benefits Plan (Cost Share)

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 on the Human Resources [website](#).

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 or special teaching or temporary<sup>1</sup> 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<sup>1</sup> appointments** of half-time or greater are eligible for benefits as of the date of appointment, unless otherwise noted.

<sup>1</sup>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 workday (8 hours) per month.

#### 1. State Classified and State Classified Hourly Employees.

##### Health Contribution for Graduate Assistants

The Graduate School provides a health insurance contribution exclusively to help offset the cost of health insurance through CSU's Student Health Insurance Plan (SHIP). The Graduate School health insurance contribution is provided to graduate assistants who meet **ALL** of the following criteria each fall and/or spring semester:

- appointed to a 25% (10 hours per week) or more assistantship (GTA, GRA, GSA, GRAPreDoc Fellowship) by the end of the regular add/drop period in either fall or spring semester or both,
- enrolled in CSU's Student Health Insurance Plan (SHIP), *not applicable to any other insurance plan, and*
- enrolled in 5 or more resident-instruction credits (Audits, Continuous Registration, and CSU Online Credits\* do not meet the Resident Instruction enrollment criteria for this policy). **To receive the contribution, GAs enrolled in 5 or more resident-instruction credits must still ENROLL/OPT INTO CSU's Student Health Insurance Plan (SHIP) by completing an online enrollment form by the University Add/Drop date (approximately two weeks after classes begin).**

\*Credits through the pilot CSU online tuition benefit program will be applicable if approved.

Questions regarding the health insurance policy should be directed to the CSU Health Network at 970-491-5118 or visit the CSU Health Network [website](#).

Questions regarding the health insurance contribution should be directed to the Graduate School at 970-491-6817 or visit the CSU Graduate School [website](#).

### Student Health Plan

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

1. Graduate assistants (includes GTA, GRA, GSA, GRAPreDoc Fellowship)
2. Student Hourly and Work Study Students (requires 6 enrolled eligible credits)

#### Eligible for the Student Health Insurance plan

1. Undergraduate students enrolled in 6 credit hours or more
2. Graduate students enrolled in Continuous Registration, or 1 credit hour or more
3. Online students enrolled in 6 credit hours or more
4. International students enrolled in Continuous Registration, or 1 credit hour or more

#### Not Eligible for the Student Health Insurance plan

1. Student eligible for CSU faculty/administrative professional or state classified health insurance
2. Guest Students
3. Undergraduate domestic students enrolled in less than 6 credits
4. Non-student hourly employees are not eligible for any insurance plans

Questions regarding the health insurance policy eligibility should be directed to the CSU Health Network at 970-491-5118 or visit the CSU Health Network [website](#).

### 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). Tuition is taxable after the first undergraduate degree is obtained. IRC taxation applies to graduate level educational benefits which exceed \$5,250 per calendar year (for the amount an employee receives beyond this limitation). 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 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 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.

# Section 1: General Provisions

## 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 education 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 on the CSU Provost [website](#).
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 and tax consequences of program benefits can be downloaded from the Human Resources [website](#).

Faculty and staff may also enroll in credit courses listed on the OnlinePlus website. Registration forms for these courses are located on the CSU Online [website](#).

## 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 on the HR [website](#).



Additional forms are required to gain pre-approval under the reciprocal provisions of the Employee Study Privilege Program. The required forms are located on the HR [website](#) and are submitted to Human Resources.

### 1. 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 public 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, 8.75% (7/1/2019 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 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.

#### b. 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 12% contribution, which is a percentage of the participant's covered monthly salary, toward the DCP retirement accounts of Academic Faculty with regular or special 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, and AIG. 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 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 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 59½ 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





# Section 1: General Provisions

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 or special 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](#).

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.

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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. 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 on the Human Resources [website](#).

## **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.

	Electronic Personnel Action Request	W-4 completed in Employee Self-Service (foreign nationals see the Foreign Tax Office)	Voluntary Deductions	Direct Deposit Authorization	Retirement Application	Overtime Auth/ Certification	Time Clock Plus (TCP)	I- 9
Academic Faculty and Administrative Professionals	X	X	X	X	X		X (2)	X
Classified-Exempt from O.T.	X	X	X	X	X		X (2)	X
Classified-Salaried Eligible for O.T.	X	X	X	X	X	X	X	X
Classified-Hourly	X	X	X	X	X	X	X	X
Graduate Assistants	X	X		X	X (1)			X
Post Doctoral	X	X		X	X (1)		X	X
Non-Student Hourly	X	X		X	X	X	X	X
Student Work Study	X	X		X	X (1)		X	X
Student Non-Work Study	X	X		X	X (1)	X	X	X

- (1) Only for mandated or voluntary enrollment as applicable.  
(2) TCP entry is required for annual and sick leave usage, as applicable to each employment category

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](#).

## **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 stated workday of the month. Hourly employees are

paid bi-weekly (see payroll schedules on the Human Resources [website](#)).

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 Direct Deposit Authorization 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 Banking Services Cashier's Office, 555 South Howes Street, First Floor, during normal business hours.

### 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 of the [Human Resources Manual](#)) 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 will be paid within 3 business days from the date of receipt of notification in the Payroll Unit.
- 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 require 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 workdays in the month and multiplying by the monthly rate. The differential pay will be computed by dividing the number of workdays eligible (as defined above) by the total workdays in the month and multiplying by the monthly differential rate.

11. Pay Advice

Departments may direct employees to view their pay advice, by logging into Employee Self-Service.

### **Payroll Deductions**

Employees are subject to mandatory deductions for State and Federal income tax, with the exception of those student employees who qualify for exemption under Federal law, retirement and Medicare tax, for any court ordered payments and those employees who qualify for exemption under a Foreign National status. 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) workday 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 charges, 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 Risk Management and Insurance located on campus.

The University provides workers' compensation for all paid employees except visiting faculty, student interns, and independent contractors. Contact Risk Management and Insurance or visit their [website](#) 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 by the employee. The name change request will route through Oracle workflow 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; (c) the employee's own serious health condition; (d) a qualifying exigency arising out of the fact that your spouse; son or daughter; parent is on covered active duty or call to covered active duty status with the Armed Forces; (4) you are the spouse; domestic partner; or civil union partner; son or daughter; parent; next of kin of a covered Service member with a serious injury or illness. In the case of a non-state classified employee, the 12 month period will be rolling, measured from the 1<sup>st</sup> 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. See Section 3 of the [Human Resources Manual](#) for additional information.



### **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.

### **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 and further amended November 2, 2018 to include the following additions: Except as specifically provided under Exemptions from the [CSU Smoking, Vaping and Tobacco Policy](#), smoking or vaping of any substance, all uses of tobacco, and the sale of tobacco and other substances meant for smoking are prohibited in all buildings and on all grounds owned, leased, or controlled by CSU, including, but not limited to, green spaces, courtyards, breezeways, terraces, stairways and access ramps, outdoor plazas and patios, underpasses and recreational facilities and fields, roadways, walkways, sidewalks, and pick-up and drop-off points for campus and public bus transportation. All smoking, vaping and all forms of tobacco are prohibited in all vehicles owned, leased or rented by the University.

Please refer to the [CSU Smoking, Vaping and Tobacco Policy](#) for additional information.

### **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.

# Section 1: General Provisions

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.



## Section 2: Academic Faculty and Administrative Professionals

### Types of Appointments

#### 1. Academic Faculty

The academic faculty includes all personnel who carry academic rank (professor, associate professor, assistant professor, lecturer, instructor, faculty affiliate) and additional personnel as defined by C.R.S. 23-31-113.

Appointment of an academic faculty member is initiated by the department head or chairman. This action is taken only after all conditions of employment have been agreed upon by the dean of the college and accepted by the prospective faculty member.

Six (6) basic types of appointments are used for members of the academic faculty, whether domestic or overseas. These are regular full-time (9 or 12 month), regular part-time, special, temporary, and transitional. Only individuals holding regular or regular part-time appointments at the time of consideration are eligible to acquire tenure. Full-time is defined as the academic year or a minimum of nine (9) months. Faculty members who do not have multi-year contracts and are not eligible for tenure are hired "at-will" and are subject to termination by either party at any time.

Academic faculty with regular appointments at the rank of professor, associate professor or assistant professor is eligible for sabbatical leaves.

Following are the major characteristics of each type of academic faculty appointment.

1. Regular Full-Time Appointments - Individuals with a regular appointment who serve satisfactorily for a specified period shall be eligible to acquire tenure (see the [Academic Faculty and Administrative Professional Manual](#)). This appointment is limited to the ranks of assistant professor, associate professor, and professor. There is no specified ending date for a regular full-time appointment with tenure. Regular full-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.
2. Regular Part-Time Appointments - Regular part-time appointments may be made for any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time and must satisfy the following:
  - a. Regular part-time positions may be established by departments at any percentage equal to or greater than 50% of a regular full-time appointment established for the position and there is no specified ending date for regular part-time appointments with tenure.
  - b. Criteria, procedures, and regulations for promotion, tenure, and salary must be subject to the rules governing regular full-time appointments, with appropriate scaling of responsibilities and salaries commensurate with the proportion of time worked. The six (6) year time limit for acquisition of tenure applies to this type of appointment as well as to the regular full-time appointment (see Section E.10.4.c).
  - c. A part-time regular position can be tenured only for one-half time service, although additional employment short of full-time may be arranged each year between the faculty member and the department.
  - d. Faculty with regular part-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.

## Section 2: Academic Faculty and Administrative Professionals

3. Special Appointments - A special appointment may be either full-time or part-time at any percentage less than 100% of full-time. These appointments may carry a specific ending date and normally are given in the following situations:
  - a. Special appointments are "at will" and are subject to termination by either party at any time unless the faculty member has a multi-year contract for research or teaching, in which case the terms of the contract shall stipulate its ending date. Upon the expiration date of the contract, the multi-year contract may be renewed by written agreement of both parties. If it is not renewed, one of the following outcomes occurs: 1) For special appointment faculty who were originally at-will and entered into a multi-year contract, employment as a special appointment faculty member reverts to at-will. 2) For special appointment faculty who were originally hired with a multi-year contract, the appointment may be converted to an at-will appointment upon agreement of both parties. Otherwise, employment is terminated upon the expiration date of the contract.
  - b. Unless the faculty member has a multi-year contract, special appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included. In that situation, the inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
  - c. Faculty members on special appointment are not eligible for tenure.
  - d. The effort distributions of faculty members on special appointments shall be specified in the appointment letter while the effort distribution in the case of special appointments may include all three (3) areas of teaching, research, and service, often it is focused in one (1) area, such as teaching or research.
  - e. Multi-year contracts for research may be offered only for research performed for the University. The unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.
  - f. If a tenured faculty member changes positions to a special appointment involving a multi-year contract, tenure must be relinquished, and University retirement occurs.
4. Temporary Appointments - Temporary appointments may be either full-time or part-time and are distinguished from other types of appointments by the expectation that the appointment is for a specified period of time, at the end of which, it is anticipated that employment at the University will not be renewed in the foreseeable future. Part-time is defined as any fraction less than one hundred (100) percent of full-time.
  - a. Temporary appointments are "at will" and are subject to termination by either party at any time. Temporary appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
  - b. Temporary appointees are not eligible for tenure.
5. Transitional Appointments – The University provides the opportunity for transitional appointment to its tenured faculty members who have retired and terminated employment in consideration of a subsequent reappointment on a part-time tenured basis for a limited period of time. The transitional appointment requires that the faculty member participate in the teaching, advising, service, and research activities of the department, subject to the part-time provisions of the appointment. Administrators who also hold a tenured faculty appointment are eligible to request a transitional appointment within the context of their faculty roles. Administrative professionals and non-tenured faculty members are not eligible for transitional appointments.





## Section 2: Academic Faculty and Administrative Professionals

Faculty members covered under the federal retirement system are not eligible for transitional appointments due to prohibitive provisions of that retirement system.

Only tenured regular full-time faculty appointments that are eligible for retirement under the University's definition of retirement have this opportunity. The University's definition of retirement is specific to each retirement plan, DCP or PERA.

- a. Transitional appointments are for a specified term of at least one year and no more than four years and conclude with full retirement. A request for transitional appointment should be submitted in writing to the department head one (1) full academic year before the requested commencement date. Terms of the transitional appointment shall be mutually acceptable to both the faculty member and the University.
- b. The salary and workload for a transitional appointment shall normally be fifty (50) percent of what they were at the time of retirement. The percentage of salary and the percentage of effort during the transitional appointment are subject to negotiation between the department and the faculty member and shall be spelled out in the transitional agreement. However, when it is to the benefit of both the University and the faculty member, variations from this fifty (50) percent standard, including brief periods of full-time employment, may be proposed by the department and the dean for Provost review.
- c. Faculty members on transitional appointments who are PERA annuitants may be subject to that retirement system's annuity penalty for "post retirement" work for a PERA affiliated employer(s), including the University, in excess of 110 days in any calendar year or for working during the first month after retirement. Transitional faculty receiving PERA annuity should determine directly with PERA what effects, if any, a transitional appointment may have on their PERA annuity amounts.
- d. A tenured faculty member retains tenure during the transitional period.
- e. A faculty member on a transitional appointment is considered for pay increases on the same basis as full-time faculty, proportionate to the scope of his/her appointment.
- f. Faculty members on transitional appointments will participate in the University's Defined Contribution Plan for Retirement (DCP), are eligible for all benefits, and receive the University's insurance contribution on the same basis as other faculty on regular appointments. An individual interested in a transitional appointment should contact the Human Resources Department to determine the specific conditions for his/her situation especially if a PERA retiree. For any DCP participant who is a PERA "retiree" (as defined by Article 51 of Title 24 of the Colorado Revised statutes) as of the date of employment or reemployment or becomes a PERA "retiree" at any time thereafter, the employer DCP contribution will be reduced by any amount CSU is required to contribute to PERA with respect to the employee.

### 2. Other Kinds of Academic Faculty Appointments

1. Department Heads - Department heads hold up to twelve-month appointments while in office; however, when their service as department head is terminated, they shall return to nine-month faculty status unless there is good and sufficient reason not to do so as determined by the appropriate administrators.
2. Joint Appointments - Joint appointments should only be made when the professional activities of the individual concerned normally fall, to an appreciable degree, within the purview of two departments. Personal preferences of the individual are not sufficient reasons to justify a joint appointment.



## Section 2: Academic Faculty and Administrative Professionals

Each faculty member with an interdepartmental appointment shall be considered a member of the department contracting for the greater percentage of his/her time. In the case of a member having equal time in two or more departments, that member must decide in which department he/she wants representation. The status of such a member shall remain unchanged unless changes in his/her academic appointment require a change in departmental representation.

3. Affiliate Faculty - It is possible to appoint, as members of the academic faculty, individuals who possess training and experience useful to the University's teaching and research program and who are self-employed or employed on a full-time basis by an organization other than the University. These individuals receive a Faculty Affiliate title and do not receive a stipend from the academic department in which they hold an affiliate title, nor are they eligible for employee privileges or benefits.

Discretion should be used when recommending individuals to be affiliate members of the academic faculty. Such a recommendation should be made only when a reasonably strong and continuing relationship between the individual and the department can be established. The training and experience of the individual should be such as to support in a direct way the program of the department concerned, and the activities of the individual should be such that in time an appropriate measurable contribution to the achievement of the goals of the department exists. If, for any reason, an individual appointed to affiliate faculty membership is unable to continue to contribute actively to the program of the department concerned, the affiliate appointment should be terminated.

Additional characteristics of affiliate faculty appointments are the following:

- a. Affiliate appointments may be made for up to 3 years and may be terminated at any time without cause. All affiliate appointments are classified as temporary.
  - b. Affiliate appointments are processed in the same manner as regular faculty appointments.
  - c. An individual may not be appointed a faculty affiliate in more than one academic department except with the approval of the Academic Vice President.
4. Visiting Faculty - Individuals who are members of the academic faculty for a short period of time while on leave from another institution of higher education or private agency should be given a visiting appointment if salary arrangements are to be made or an affiliate appointment if no salary arrangements are needed.

Visiting<sup>1</sup> appointments may be made for any rank. The criteria used to determine the rank to be recommended are the same as those applied when determining the rank of a regular member of the academic faculty. Visiting faculty are always temporary appointments, but they are not eligible for faculty fringe benefits or the study privilege. They are, however, required to contribute to a retirement plan at the date of initial appointment in lieu of Social Security.

<sup>1</sup>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.

5. Emeritus Faculty - Academic appointees who have completed at least 10 years of regular service on the faculty of Colorado State shall be eligible for an emeritus title equivalent to their highest professorial rank at the time of their retirement. Academic personnel who have held administrative positions (including department heads) for at least 5 years shall be eligible for the emeritus title for both positions.

A member of the academic faculty may request emeritus status from the department at the time of retirement from the University. The department head and dean of the college forward the request to



## Section 2: Academic Faculty and Administrative Professionals

the Provost/Academic Vice President who forwards it on to the President for approval. Final action is taken by the Governing Board. This information should be recorded on the Leave/Termination form at the time of termination.

Emeritus personnel will continue to be listed in the University General Catalog; are issued permanent faculty ID cards; receive full library privileges; and if possible, office or lab space and clerical support if they continue to do scholarly work.

### 3. Administrative Professional

Administrative Professional appointments may be regular, special, or temporary. All Administrative Professional appointments are at-will.

1. Regular appointments are used for full time 9 or 12 month appointments, or part time appointments of at least ½ time, with no termination date indicated.
2. Special appointments may be either 9 or 12 months of at least half-time appointment. Appointments with a specified end date, for positions supported by sponsored programs or when funds are available only for a specified duration.
3. Temporary appointments are used for full-time and part-time appointments of less than 9 or 12 months and for all part-time appointments of less than one-half time.
4. Joint Academic and Administrative Professional Appointments may be given to a University Administrative Professional if the qualifications of that individual are judged to be acceptable by the academic department concerned. The awarding of a joint academic and Administrative Professional appointment is dependent on the approval of both the academic department and the individual's administrative supervisor.

Additionally:

1. The academic component of the joint appointment must be less than 50 percent.
2. Persons holding such appointment are not eligible for tenure and must be reappointment annually.
  - a. They are eligible for fringe benefits and participation in a retirement program based on the type of their Administrative Professional appointment.
  - b. The manner in which a person's salary is budgeted is not changed if the academic duties are minimal, otherwise, appropriate budgetary adjustments should be made.

### **Maximum Employment**

Academic faculty and Administrative Professionals on 9-month appointments may be employed a maximum of 12 additional working weeks during the summer, exclusive of vacation, per fiscal year.

A 9-month employee may be appointed for any combination of nine months during the fiscal year. The off-duty months need not be consecutive. However, the off-duty period should involve entire calendar months if at all possible. The best interest of the department's program should be the determining factor in the decision as to which three months shall be chosen as off-duty.

A faculty member or administrative professional whose normal appointment is for less than nine (9) months of service per fiscal year ordinarily shall be paid at a salary rate equal to the academic year rate.

# Section 2: Academic Faculty and Administrative Professionals

When dates are other than the established 9-month employment period of August 16 through May 15, the salary must be established on a 12-month basis on the Personnel Action Sheet using a beginning and ending date to reflect the employment period.

Faculty members and administrative professionals on twelve (12) month appointments cannot be employed by the University during their annual leave.

Academic faculty and Administrative Professionals being paid for full-time employment by a unit of the University, or combination of units, cannot be provided additional payment by the University for personal services during the period of full-time employment, except as authorized in the supplemental pay policy or by special action of the Governing Board.

## **Work Hours**

The responsibilities of academic faculty and Administrative Professionals are such that it is not appropriate to establish specific work hours for all the work performed.

Academic faculty members and Administrative Professionals are expected to meet their classes as scheduled, to be available during their scheduled office hours and to observe any other scheduled hours (e.g., examinations, departmental meetings) as may be required. Administrative personnel are expected to observe the hours established for their offices.

Academic faculty are not eligible for overtime pay.

## **Establishing Position**

### **1. Academic Faculty**

The establishment of an academic faculty position is a matter of budgetary consideration. Such a position is established after considering full-time equivalent position allotments, the need for a position, and available monies to support the position.

### **2. Administrative Professional Staff**

Before an Administrative Professional position is announced, discussion with the Executive Director and Chief Human Resource Officer of the Human Resource Department is necessary in order to determine compliance with the Colorado State Personnel Act. The Act states that all Colorado employees, unless specifically exempt, must be in the State classified personnel system.

In order for the Executive Director and Chief Human Resource Officer of the Human Resource Department to determine whether or not a position is exempt, a job description and other related forms will need to be provided before the anticipated position is announced. This job description will be the primary basis upon which the determination is made whether or not the position may be exempt from the classified personnel system. If determined to be exempt, Administrative Professional appointment procedures would apply; however, if determined not to be exempt, the position would be filled through the classified personnel system.

## **Announcing Position**

For all positions, a job description should be developed, and the position announced in accordance with the University's affirmative action program. Departments should select the title that most accurately reflects the duties and responsibilities of the position.

# Section 2: Academic Faculty and Administrative Professionals

Titles approved for Academic Faculty and Administrative Professional positions are listed in the University compensation plan (refer to Appendix 3 of the [Human Resources Manual](#) for additional information.

## **Selection of Employee**

The supervisor or an advisory committee should handle the basic selection process. The individual selected is then recommended through appropriate Academic or administrative channels for appointment by the Governing Board or President of the University, as applicable.

To ensure equal employment opportunity, the selection process is in accordance with the University's affirmative action program. See the [Academic Faculty and Administrative Professional Manual](#) for additional details.

## **Appointment**

Official appointment requires approval of the Governing Board or President of the University, as applicable. Request for appointment is initiated by submission of the personnel action through the HR Personnel/Payroll system.

Appointment for a summer session will also be initiated through the HR Personnel/Payroll system.

Upon employment, each Academic Faculty and Administrative Professional shall sign an appointment form and retain one copy. The original signed form must be forwarded to the Human Resources Department.

## **Reappointment Process**

All Academic Faculty members who are on regular appointment and who have not acquired tenure shall be re-appointed annually. If the Department Head does not reappoint an untenured faculty member holding a regular appointment, the faculty member shall be informed in writing that the appointment will not be renewed. Such written notice must be given by March 1 during the first year of employment, by December 15 during the second year, and at least twelve months before the expiration of the appointment in succeeding years.

The list of all Academic Faculty members whose reappointments are recommended will be compiled by the Provost, and then sent to the Office of the President for approval. Following approval, the Executive Director and Chief Human Resource Officer of the Human Resources Department will inform each faculty member of the action.

The above procedure only applies to Academic Faculty members holding regular appointments. Academic Faculty members and Administrative Professionals on special or temporary appointments will need new appointment forms if their period of service extends beyond the original appointment. This is necessary even though the individual's name appears on the staffing pattern for the next fiscal year.

## **Tenure**

Refer to the [Academic Faculty and Administrative Professional Manual](#) for tenure policies and procedures. For further information, contact the Academic Provost/Vice President's Office.

## **Leave Policies**

Department heads are responsible for maintaining records of sick and annual leave earned and taken for all eligible employees in their departments, for retaining written requests for funeral leaves showing relationship to the deceased and reason for the number of days requested, and retaining copies of court summons which require jury or court leave.

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Employees will be paid for time on accumulated leave (sick or annual); however, department heads must ensure that a Leave Without Pay personnel action has been submitted through the HR Personnel/Payroll system when the employee has used all leave and has not returned to work. Failure to submit the form on a timely basis could result in overpayment to the individual. In the case of illness, accumulated sick leave will be used first, then accumulated annual leave, and finally leave without pay.

## 1. Annual Leave

Scheduling annual leave is a responsibility of department heads. Annual leave should be scheduled to least interfere with effective operations of the offices concerned, but desires of the employee should be considered.

Full-time faculty members on twelve (12) month regular or special appointments and administrative professionals on regular or special twelve (12) month appointments earn annual leave at the rate of two (2) days per month.

Faculty members on twelve (12) month regular or special appointments, and administrative professionals on regular or special twelve (12) month appointments of less than full-time but at least half-time (0.5) earn annual leave prorated by the part time fraction of their appointment. The accrual is rounded to the nearest 1/100 of an hour.

Employees who begin work after the first of a month or who terminate before the end of a month earn annual leave on a prorated basis as described in Section 2 of this Manual.

Faculty members and administrative professionals on nine (9) month appointments do not accrue annual leave. These individuals may, however, be granted leave on a limited basis throughout the academic year to include the interim term between semesters. Determination of this privilege shall be made by the department head.

No annual leave is earned by employees working less than half-time (0.5), employed on an hourly basis, or on temporary appointments. Postdoctoral fellows and graduate assistants are considered temporary employees.

Annual leave does not accrue during leave without pay nor during sabbatical leave. Annual leave earned during periods of leave (annual, sick, injury, etc.) is not credited to the employee until he or she returns to work.

If an employee with accrued annual leave changes to an employment status that is less than halftime (0.5), without a break in service, the employee shall retain his or her accrued annual leave and the ability to use this annual leave for a period of one (1) year, provided he or she remains employed by the University. If the employee changes to a status that is again eligible to earn annual leave within the one (1) year period and without having his or her employment with the University terminated, then the accrued annual leave shall continue to be available for use by the employee.

Days accumulated in excess of a 48 day maximum are forfeited on July 1 of each year.

If a faculty member does not begin work on the first working day of the month or terminates on a day other than the last work day of the month, then the following schedule should be used to determine the annual leave for the initial and/or terminal month of employment:



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Number of Days Worked	Number of Annual Leave Days Earned
19 – 23	2
14 – 18	1 ½
9 – 13	1
4 – 8	½
1 – 3	None
(Part-time faculty earn a <b>pro-rated</b> amount of leave)	

If an eligible employee is transferred from one department to another within the University, the employee's accrued annual leave shall be transferred to the receiving department.

If a 12-month Academic Faculty or Administrative Professional member has accrued annual leave at the time of conversion to a 9-month appointment, the leave shall be taken prior to assuming the 9-month appointment. In specific cases, accrued leave may be taken the academic year following conversion to a 9-month appointment with the approval of the responsible Vice President. Cash payment for accrued leave at time of conversion is not authorized at that time nor subsequently.

When an Academic Faculty member or Administrative Professional who has been an employee of the University for at least six (6) months ceases to be employed by the University, he or she shall be paid for his or her accrued annual leave up to the maximum number of days specified below and in accordance with the formulas given below. In the case of the death of an employee, the payment shall be made to the estate of the deceased.

In the case of death, the maximum number of days for payment of accrued annual leave is twenty-four (24). For all other types of separation, including, but not limited to, retirement, resignation, and termination, the maximum number of days is twenty-four (24) minus the number of days of annual leave taken during the thirty (30) working days immediately prior to the date of separation from employment.

The computation of the annual leave termination payment is made using the following formulas:

$$\begin{array}{l} \text{Monthly Salary Rate} \\ 173 \text{ Hours} \end{array} \times 8 \text{ hours} = \text{Daily Salary Rate}$$

$$\text{Daily Salary Rate} \times \begin{array}{l} \text{Unused Days of Annual Leave} \\ \text{(not to exceed 24)} \end{array} = \text{Annual Leave Termination Payment}$$

### 2. Sick Leave

**Sick Leave Accrual** - One (1) day of sick leave is considered to be eight (8) hours of sick leave. The accrual of sick leave is rounded to the nearest 1/100 of an hour. No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis. Graduate assistants do not earn sick leave.

If an employee with accrued sick leave changes to an employment status that is less than half-time (0.5), without a break in service, the employee shall retain his or her accrued sick leave and the ability to use this sick leave for a period of one (1) year, provided he or she remains employed by the University. If the employee changes to a status that is again eligible to earn sick leave within the one (1) year period and without having his or her employment with the University terminated, then the accrued sick leave shall continue to be available for use by the employee. No sick leave is earned during the period in which the appointment is less than half-time.

Full-time faculty members and administrative professionals on twelve (12) month appointments earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum.

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Employees who begin work after the first of a month or who terminate before the end of a month earn sick leave on a prorated basis as described in Section 2 of the Human Resources Manual.

Full-time faculty members and administrative professionals on nine (9) month appointments earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum. Full-time nine (9) month faculty members and administrative professionals who accept summer session appointments accumulate sick leave at the rate of one and one-quarter days (1.25) per month while on such appointment. Faculty members and administrative professionals appointed less than full-time, but at least half-time (0.5) earn sick leave prorated by the part time fraction of their appointment.

At the time of initial employment, the employee shall receive an amount of sick leave equal to that which they are expected to earn during their first year of employment (as described above). This initial year of sick leave is an "advance" and is granted in lieu of monthly sick leave accruals during the first year of benefits eligible employment. Sick leave does not accrue during leave without pay nor during sabbatical leave. Sick leave accrued during periods of paid leave (annual, sick, injury, etc.) is not credited to the employee until he or she returns to work.

Post-doctoral fellows, veterinary interns, and clinical psychology interns on full-time nine (9) months or twelve (12) month appointments earn one and one-quarter (1.25) days of sick leave per month. Post-doctoral fellows, veterinary interns, and clinical psychology interns with appointments of less than full-time, but at least half-time (0.5), earn sick leave each fiscal year prorated by the part time fraction of their appointment. Sick leave accrues and expires each fiscal year.

At the time of initial appointment, and at the beginning of each subsequent fiscal year, post-doctoral fellows, veterinary interns, and clinical psychology interns shall receive an amount of sick leave equal to that which they are expected to earn during a fiscal year (as described above). Unused sick leave does not carry forward into the next fiscal year.

**Use of Sick Leave** - A faculty members or administrative professional may use accrued sick leave for treatment of and convalescence from his or her own illness or injury. Illness includes treatment for alcoholism and drug addiction.

In cases of extended sick leave absence as defined in the Human Resources Manual, the faculty member or administrative professional will be required to furnish a physician's statement establishing the need for and duration of absence from work. Sick leave may be used for medical and dental appointments, including routine exams and checkups.

A faculty member or administrative professional may use up to four hundred eighty (480) hours per fiscal year of his or her accrued sick leave for the following purposes:

- a. Illness or medical treatment of his or her spouse, domestic partner, civil union partner, parent, or child (as those terms are defined in Appendix 3) or an individual for whom the employee has responsibility to provide care. In addition, an employee will be presumed to have a responsibility to provide care for a serious medical condition of the employee's adult child, sibling, grandparent, or in-law (sibling, parent or grandparent of the employee's spouse, domestic partner or civil union partner) if the employee submits a request for leave stating that the leave is necessary for such reasons.
- b. To provide care for a newborn son or daughter or for a child newly placed for adoption with the employee, in accordance with the Parental Leave and in accordance with the Family Medical Leave Policy (FML). The child need not be ill for use of sick leave in this instance.

In the case of death of an employee who is eligible for retirement from the University, this payment shall be made to the estate of the deceased. A lump sum payment for unused sick leave at retirement or death is subject to a Public Employees' Retirement Association (PERA) contribution but not to an employee's DCP contribution, but it may be subject to applicable taxes.

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Sick leave may be used up to the amount accrued at any time after it is earned. The use of sick leave may also be part of an absence under the Family Medical Leave Act Policy. A physician's statement is required in cases of extended sick leave absence. When an employee's 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 (refer to Section 1 of the [Human Resources Manual](#)).

If the beginning date of a faculty member's appointment is not the first working day of the month, or if the termination date is any other than the last working day of the month, then the following schedule should be used to determine sick leave accrual for the first and/or last month of employment:

Number of <u>Days</u> Worked	Number of Sick Leave <u>Days</u> Earned
20 - 23	1 ¼
16 - 19	1
12 - 15	¾
8 - 11	½
4 - 7	¼
1 - 3	None

If an eligible employee is transferred from one (1) department to another within the University, the employee's accrued sick leave shall follow the employee to the receiving department.

Upon retirement from the University after at least five (5) years of service, employees are paid for one-fourth (1/4) of unused sick leave up to a maximum of fifteen (15) days according to the following formulas:  
(Monthly Salary Rate/173 Hours) X 8 Hours = Daily Salary Rate X [the lesser of fifteen (15) days or 0.25 X unused days of sick leave] = sick leave upon retirement according to the following formula:

Monthly Salary Rate

X 8 hours = Daily Salary Rate

173 Hours

Daily Salary Rate X The Lesser of ¼ Unused Sick Leave Days or 15 days = Sick Leave Termination Payment

### 3. Holiday Leave

The State has designated 10 legal holidays per year. However, since many of these holidays conflict with the academic schedule, the State Controller has granted the University authority to establish its own holiday schedule. The University holiday schedule is determined by the Executive Director and Chief Human Resource Officer of the Human Resource Department on an annual basis. Additional holidays may be authorized by the President of the University, who may also cancel holidays in the event of conditions which, in his/her opinion, warrant such action. A holiday that falls after an individual's last day of work is not considered a paid holiday if the person is returning, resigning, or going on leave without pay, unless the holiday is the last working day in the month. In such a case, the holiday is considered a paid holiday if the person has worked the last working day before the holiday.



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### 4. Military Leave

**Annual Military Leave** – Colorado statutes provide for attendance of state employees at annual military encampments within specified criteria. Upon presentation of proper military orders, an employee who is a member of the National Guard or Military Reserve shall be granted military training leave with pay for the annual encampment or equivalent reserve training period. A maximum of fifteen (15) days in any calendar year shall be granted and shall not be charged as annual leave. Leave shall commence the first working day the employee is absent from his job and terminate the last calendar day in a military training status, as evidenced by copy of military orders.

**Extended Active Duty** - Regularly employed (not temporary) employees of all branches of the University entering the active service in time of war or other emergency declared by proper authority of the state or the United States, or as a result of being inducted under the provisions of federal selective service laws, will be granted leave without pay with the understanding that absence will not be voluntarily prolonged for more than 90 days beyond the period required by the particular branch of the armed service in which service is performed. Employees who enlist in the Armed Forces of the United States and members of Reserve units who volunteer for active duty shall have such reinstatement rights as are provided by Federal Law 38 U.S.C. & 2024.

### 5. Funeral Leave

Absences occasioned by deaths of relatives of employees may be allowed by department heads with approval by deans, without deduction from annual or sick leave, to the extent deemed appropriate and advisable in view of circumstances, but not in excess of 5 working days. This does not automatically entitle an employee to a full week's absence; this maximum may be granted only if travel to and from distant points is necessary.

Relative is defined as a member of the employee's or spouse's family. Members of the family include wife, husband, children, foster children, parents of employee or spouse, grandparents, grandchildren, sisters and brothers, nephews and nieces, aunts and uncles, brothers-and sisters-in-law, and daughters-and sons-in-law. Allowed absences also may be granted for other family members not included in this listing based on the relationship of the employee to the deceased.

Funeral leave will not be granted for settlement of estates.

### 6. Injury Leave

Full-time Academic Faculty and Administrative Professionals on regular or special 9 or 12 month appointments are entitled to a maximum of 90 working days of injury leave with full pay from scheduled work for recuperation from on-the-job accidents or occupational diseases, provided:

1. The accident or occupational disease is determined to be compensable under Workers' Compensation. Since the individual is receiving full salary, the weekly benefits paid by Workers' Compensation are deposited directly to the University. The 90-day limit is the maximum that can be allowed for any absences resulting from any single accident.
2. A physician's statement is presented to the respective department by the injured employee stating the specific day(s) of disability due to the accident or occupational disease.

### 7. Parental Leave (updated July 1, 2019)

CSU recognizes the importance of supporting its employees with leave benefits that help them maintain work-life integration. Providing leave to new parents in order to allow them to care for and bond with their children is an important part of the university's desire to support its employees and our community.

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Parental leave provides three weeks of time for purposes of bonding with and caring for the child, independent of any other kind of leave for which the parent may be entitled (such as sick leave, annual leave, or Short Term Disability (STD)).

Parental leave does not change STD benefits in any way. It is intended to ensure adequate time off for employees who become new Parents, and to provide compensation, in most circumstances, when combined with other accrued leave benefits, for at least 9 weeks of the birth parent's 12-week Family Medical Leave (FML) period (typically 6 weeks of STD eligibility plus 3 weeks of parental leave).

*Effective July 1, 2016, for adoptive parents, an employee who is the primary caregiver is also eligible for 12 weeks of FML and a minimum of 9 weeks of paid leave, typically a combination of Parental Leave, sick leave and annual leave. If sick leave and annual leave are not sufficient to cover 6 weeks of leave, Special Leave will be granted with pay. Caregiver in this situation means the one parent who has primary responsibility for the care of a child immediately following the coming of the child into the custody, care and control of the parent for the first time. A non-birth parent or an adoptive parent who is not the primary caregiver is eligible for 3 weeks of Parental Leave and any accrued sick and annual leave.*

Parental leave provides for the transfer of funds from the fringe pool to the employee's home department for up to 12 weeks of salary paid for leave usage (sick leave, annual leave, parental leave) when reported by the department as having been taken by the birth parent.

In uncommon cases where the birth parent has little or no accrued sick or annual leave to use during the STD elimination period of 10 continuous working days, this policy may not provide compensation for that portion of the employee's absence from work, but departments may, in the department head's discretion, allow Special Leave to be taken with pay in accordance with Academic Faculty and Administrative Professional Manual (AFAPM) section F.3.14.

### 1. Parental Leave Eligibility

Academic Faculty, Administrative Professionals, Post doctoral Fellows, Veterinary Interns and Clinical Psychology Interns with an appointment of at least half-time (50%) or greater who are benefits eligible and who satisfy the eligibility requirements for STD are eligible for parental leave. (For eligibility requirements, see the STD benefit program rules in the CSU Cost Share Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD) booklet. A Parent need not be found medically incapacitated for purposes of using parental leave but must still meet STD benefits program eligibility requirements).

An employee is not an Eligible Employee during any period in which the employee is not in regular, paid employment status (for example, during a sabbatical or other such absence), and parental leave is not applicable to 9-month appointees during summer session appointments.

An eligible "parent" means an eligible employee who is the birth parent or non-birth parent of a child, including the child's mother or father, or the spouse, domestic partner or civil union partner of either, at the time that the leave period commences (and for as long as the leave is eligible to continue). An employee becomes a parent of a child for purposes of this policy at the time of the child's birth or placement for adoption. Foster care placement is not included within this definition.

An employee becomes eligible for parental leave upon becoming a parent. Parental leave is not available during the period preceding the birth or placement for adoption, even if absences are due to the expected arrival. Employees may use other types of accrued leave (such as Sick or Annual leave), as applicable, for absences during such periods. Only one parental leave benefit per employee is available per birth or adoption. The number of children born or adopted (e.g., twins) does not increase the amount of the parental leave benefit. (If both parents are employees, each is entitled to use his or her parental leave benefit for the same event).



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## 2. Parental Leave Benefit

Parental leave consists of 3 work weeks of paid time off, to be used for the purposes of caring for and bonding with the child. Parental leave may be taken anytime within the first year after delivery/placement. It runs concurrently with (is considered part of) FML for the birth or adoption, if the parent has remaining FML entitlement available. FML provides job protection for an employee for up to 12 weeks of leave for qualifying events. (See AFAPM Appendix 3 for details on FML.)

After exhausting all accrued sick and annual leave, an employee who is the birth parent of the child and who is medically incapacitated following labor and delivery may be eligible for STD benefits. If the employee is eligible for STD due to medical incapacity, parental leave shall not commence until after STD benefits are exhausted. After exhausting STD benefits, the birth parent then becomes entitled to parental leave, regardless of whether or not she has FML eligibility at that time. (If she does have FML eligibility, then parental leave taken counts as part of the FML period). For the non-birth Parent, STD does not apply, which allows parental leave to commence at any time within one year after the birth or adoption, and exhaustion of other types of leave is not required.

Once taken, parental leave must be used in a contiguous block (not split into intermittent days off). Prior notice of the intent to take parental leave is required at least 30 days in advance (unless such notice is impossible, in which case, then as soon as possible). Your supervisor is responsible for timely Oracle reporting of parental leave in accordance with the Leave Reporting Policy.

**Parental Leave Scenarios** - The following scenarios illustrate how parental leave is applied:

Scenario #1			
Birth Parent			
Duration	Parental Leave Benefit (Less than 2 weeks accrued leave)	Parental Leave Benefit (More than 2 weeks accrued leave)	Pay
<b>Family Medical Leave (FML) runs concurrently with <u>all</u> types of leave and must be recorded as FML</b>			
<b>FML &amp; Short Term Disability (STD)</b>			
Weeks 1-2	<ul style="list-style-type: none"> <li>FML</li> <li>Elimination period for STD (10 continuous days) (Sick or Annual Leave during STD elimination period)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual)</li> </ul>	100%
Normal childbirth Weeks 3-6 Caesarean childbirth Weeks 3-8	<ul style="list-style-type: none"> <li>FML</li> <li>STD (Normal childbirth typically constitutes a medical incapacity for 6 weeks; caesarean childbirth 8 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual)</li> <li>STD (If less than 6 weeks or 8 weeks total accrued leave, STD benefits will provide income replacement upon <u>exhaustion</u> of accrued leave.)</li> </ul>	100%
<b>FML &amp; Parental Leave</b>			
Normal childbirth Weeks 7-9 Caesarean childbirth Weeks 9-11	<ul style="list-style-type: none"> <li>FML</li> <li>Paid Parental Leave (3 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Paid Parental Leave (3 weeks)</li> </ul>	100%
<b>FML (remainder up to 12 weeks)</b>			
Normal childbirth Weeks 10-12 Caesarean childbirth Week 12	<ul style="list-style-type: none"> <li>FML</li> <li>Leave without Pay (LWOP)</li> </ul>	<ul style="list-style-type: none"> <li>FML</li> <li>Accrued leave (Sick and/or Annual) or LWOP</li> </ul>	100% or Unpaid



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Scenario #2		
Non-Birth Parent		
Duration	FML & Parental Leave	Pay
Family Medical Leave (FML) runs concurrently with <u>all</u> types of leave and must be recorded as FML		
Weeks 1-3	<ul style="list-style-type: none"><li>FML</li><li>Parental Leave (3 weeks)</li></ul>	100%
Weeks 4-12	<ul style="list-style-type: none"><li>FML</li><li>Accrued leave (Sick and/or Annual) or LWOP</li></ul>	100% or Unpaid

Note: The Parental Leave Policy may be review in the [CSU Policy Library](#).

### 3. Parental Leave and FML

The university's FML policy provides for up to 12 weeks of time off for an employee following the birth or adoption of a child. This is not a separate paid leave benefit, and any portion of the FML time off that is paid must be covered by the appropriate type of available leave (sick leave, annual leave, STD, parental leave) for which the employee is eligible, as applicable. Any time off requested in excess of the total 12 week FML period may be granted at the discretion of the department head (or department head's authorized designee). If allowed, it may be taken as annual leave, if available, or unpaid.

### 4. Parental Leave Application

Parental leave is paid at the employee's regular salary as of the day that leave commences and is taxable at the employee's normal tax rate. A Parental Leave Application must be timely completed by the department within one month following the return to work date to receive funding from the fringe pool. Effective July 1, 2015, parental leave also provides for the transfer of funds from the fringe pool to the employee's home department for up to 12 weeks of salary paid for leave usage (sick leave, annual leave, parental leave) when reported by the department as having been taken by the new parent. The application is available on the Human Resources [website](#). The department will certify on the application that the policy requirements have been satisfied and request the reallocation of labor distribution to the department's budget from the fringe pool.

For the birth parent's time off, the department will be reimbursed for the total cost of the combined sick leave, annual leave, and parental leave actually taken and paid from the departmental budget, for up to a total of 12 weeks paid time off (inclusive of up to 3 work weeks of paid parental leave), provided that the leaves were timely and appropriately reported and included on the Parental Leave application. This does not include the direct cost of replacement services (for example, hiring a temporary employee to fill in during the birth parent's absence), since the department will have been made whole (up to 12 weeks) for the salary replacement cost of the birth parent's leave.

Parental leave that was earned but not used is not eligible for payment upon separation or retirement under AFAPM section F.3.2.3.



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Fringe Pool Reimbursement	
Birth Parent	Non-Tenure Track Faculty
up to 12 weeks <ul style="list-style-type: none"><li>Sick and annual leave</li><li>Special leave (effective 7/1/16)</li><li>Parental leave</li></ul>	up to 16 weeks for the birth mother <ul style="list-style-type: none"><li>Sick and annual leave</li><li>Parental leave</li><li>Plus, an additional 5 (or 7) weeks of teaching relief (effective 7/1/16)</li></ul>
Adoptive Parent (Primary Caregiver)	Non-Birth Parent or Adoptive Parent (Non-Primary Caregiver)
up to 9 weeks (effective 7/1/16) <ul style="list-style-type: none"><li>Sick and annual leave</li><li>Parental leave</li></ul>	up to 3 weeks <ul style="list-style-type: none"><li>Parental leave</li></ul>

### 8. Jury/Court Leave

Academic faculty and Administrative Professionals are granted jury leave with pay for the period they are required to serve. Such leave shall be coordinated with the department head concerned. Compensation received by the individual for time spent performing jury duty on working days shall be turned over to the Payroll Unit, except for mileage and expenses.

On occasions individual employees are obligated to testify as court witnesses on subjects for which they qualify as experts. Employees are permitted leave to serve only when subpoenaed to appear. In testifying as an expert witness, the employee necessarily must make preparation for the case presumably upon his/her own time and therefore is permitted to retain all fees received. In the case of prolonged absence from duty, as in the case of one rendering consultant services, the employee would be placed on leave of absence without salary for the duration of his/her absence.

### 9. Administrative Leave

Ordinarily leaves of absence are not granted to administrative officers listed under the heading "Administrative Officers and Assistants" in the *Colorado State University General Catalog*, unless the granting of such leave is considered to be in the best interests of the University.

Requests for leave for administrative officers, without salary, are considered on their individual merits by the Office of the President of the University and by the Governing Board. When granted, they are known as "administrative leaves."

### 10. Leave Without Pay

A faculty member on a regular or special appointment or administrative professional on a regular or special appointment may be granted leave without pay with approval by the Board. A request for such leave must be sent through channels to the President. See the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet regarding continuation of benefit coverage while on leave without pay.

An administrative professional on a temporary appointment may be granted leave without pay only as required under the Family Medical Leave Policy.

### 11. Sabbatical and Other Leaves

See the [Academic Faculty and Administrative Professional Manual](#) for details.



# Section 2: Academic Faculty and Administrative Professionals

## Termination and Retirement

A personnel action should be submitted through the HR Personnel/Payroll system for each 9-month or 12-month regular, special or temporary appointee who terminates, who retires, or upon death of an employee. It is very important that these documents be fully processed before the last day of work whenever possible to prevent possible pay for days not worked.

In the case of a retirement, the personnel action should be submitted two months prior to the last workday. This will provide Human Resources with the information necessary to process the retirement.

## Times and Methods of Salary Payments

Standard pay distribution dates for 9-month appointments differ slightly from year-to-year because of the HR pay computation routine. Specific HR pay distribution dates will be distributed each year with the staffing materials from the Office of Budgets and Institutional Analysis.

### 1. Payments to Regular Faculty

Employees on a 12 month appointment receive 1/12 of their annual salary on the last working day of the month.

Employees on a 9 month appointment are appointed for the period August 16 through May 15 of each fiscal year. Ordinarily, 9 month employees receive 1/9 of their salary on the last working day of each month. However, in August and May the total of the two months equal 1/9 of their salary.

Employees on a 9 month appointment may distribute their 9 month salary over 12 months beginning in September provided they submit their request on the appropriate form to the Human Resource Department after June 1 and before August 1. This arrangement is available only to employees on full-time 9 month appointments that begin in August and end in May.

### 2. Payments to Summer Session Faculty

Nine-month faculty employed during summer session will be paid at the end of the month in which the work is performed. The amount of salary to be paid is the amount designated on the personnel action submitted through the HR Personnel/Payroll system.

### 3. Payments for Work of Less Than a Full Year

Employees, usually Academic Faculty members, employed for one semester of the academic year, receive 1/2 of the annual rate regardless of the exact dates of the semester involved. Also, individuals who hold appointments for the academic year, but resign after one semester, receive 1/2 of the annual rate regardless of the exact dates of the semester involved.

### 4. Payments for Fractional Months of Newly Hired and Terminating Employees

Employees who work less than a full month will be paid a portion of their monthly rate computed as follows:

#### 1. 12-Month Employees

$$\frac{\text{Total Actual Days Worked in the Month}}{\text{Total Work Days}} \times \text{Monthly Salary Rate} = \text{Pay for the Month}$$

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### 2. 9-Month Faculty

- a. If termination occurs at the end of a semester, pay for the semester is 1/2 of annual salary.
- b. If termination occurs during the semester, pay for the last month of work is computed using the formula shown above (12 month employees).

### **Supplemental Pay**

Except as authorized by this policy and as provided in the [Academic Faculty and Administrative Professional Manual](#), the University does not pay compensation beyond the established salary of a member of the Academic Faculty or Administrative Professional staff. In every case supplemental payment may only be made for incidental activity that requires effort, both in degree and nature that is in addition to the effort intended under the individual's appointment.

Activities which may be eligible for supplemental pay include but are not limited to: teaching/preparing courses through the Division of Educational Outreach; lecturing at institutes, conferences, and workshops; providing professional services that are not part of regular duties and expectations, such as translating a document from a foreign language or providing statistical analysis; post differentials or other similar payments associated with foreign assignments, unless part of an appointment contract.

Supplemental pay is not authorized for routine committee work, for faculty class loads when heavier than normal, or for participation in curriculum development other than for educational outreach (continuing and distance education) programs. It will not normally be paid for participation in sponsored research projects.

Summer appointments for individuals with less than a 12 month salary do not constitute supplemental pay. Supplemental pay is processed by using the Authorization for Supplemental Pay form and the Supplemental Pay Approval Form. These forms and the above provisions do not apply to compensation for service during a period when an individual is not under appointment, as in the case of nine-month employees during summer. Compensation for such period should be authorized by a Personnel Action Sheet.

### **Data Forms Required**

Forms must be promptly submitted to establish the individual on the files of the personnel and payroll system. Data submitted should be kept current to ensure proper reports and pay.

#### 1. Academic Faculty/Administrative Professional Biographical and Appointment Data Collection Forms

The Academic Faculty/Administrative Professional Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection Form is completed by the department and input into the personnel-payroll system for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the personnel-payroll system for approval as well.

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Once information has been entered and verified for accuracy, the department should destroy and discard the form.

#### 2. Withholding Certificate

Form W-4, Employee's Withholding Certificate, must be completed online to determine the Federal and State income tax to be withheld for those State's conforming to Federal law.

## Section 2: Academic Faculty and Administrative Professionals

A separate W-4 Form is required for employees working in those State's that have their own withholding certificate. If the withholding certificate is not completed, the Payroll Unit is required to withhold tax as if the employee is withholding at the "Single rate". The employee should utilize Employee Self-Service to complete the form online unless your Visa status requires the assistance of the Foreign Tax Office.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

### 3. Deductions

Academic Faculty and Administrative Professionals may authorize payroll deductions for such approved voluntary deductions such as credit union, tax sheltered annuities, United Way, etc. Employees should contact the Payroll Section of the Human Resource Department for forms and assistance.

### 4. Retirement Plan Enrollment

All employees must make application for enrollment in a retirement plan in lieu of Social Security contributions. Employees should contact Human Resources Department for forms and assistance.

### 5. Direct Deposit Authorization

The Direct Deposit Authorization form should be completed in Employee Self-Service to indicate the bank to which an employee's pay will be deposited.

### 6. Supplemental Pay

Supplemental pay which is authorized and earned should be reported to the Payroll Unit on the Authorization for Supplemental Pay form through the electronic Supplemental Pay Approval process.

### 7. Sabbatical Leave

Upon approval and acceptance of sabbatical leave, the faculty member should complete the form Memorandum of Understanding between the State Board of Agriculture and Member of the Faculty Regarding Sabbatical Leave.

### 8. Twelve-Month Pay to Nine-Month Faculty

Any faculty members employed on a 9-month appointment basis may request distribution of their 9-month salary over 12 months beginning in September by completing the Application of Nine-Month Faculty Member to Receive Salary over Twelve Months prior to August 1st of the appropriate year. Contact the Human Resources Department for forms and information.

### 9. Faculty/Staff Study Privilege Employee Registration Form

An eligible half-time or greater Academic Faculty or Administrative Professional desiring to register for a University course (excluding non-credit Division of Continuing Education ("DCD") courses) under the University's Study Privilege Program should complete the Study Privilege Request Form and secure appropriate approvals. The form is available from the Human Resources [website](#). When appropriate approvals have been obtained, the form is submitted to the Human Resources Benefits Unit. Additional program features are located in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet available on the HR website.

### 10. Sick and Annual Leave Report

At the close of each fiscal year, the department head should submit a report covering all department faculty and professional staff indicating the days earned, used and balance for both sick and annual leave.



## Section 2: Academic Faculty and Administrative Professionals

11. Oath of Allegiance

New Academic Faculty and Administrative Professional members and graduate assistants are required by State law to execute a State Loyalty Oath.

12. Policy on Rights and Responsibilities Related to Creative Works

All employees must complete a Policy on Rights and Responsibilities Related to Creative Works Form as a condition of employment.

13. Employment Eligibility Verification Form I-9

The I-9 Form must be completed within three days of commencing work.

14. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Notice is given to employees during the I-9 process. The form is completed through the electronic system adopted by Human Resources when the I-9 is being completed. Completion of this online Form SSA-1945 is required before final approval of the new hire can be made.

15. Faculty Transitional Appointment

A Faculty Transitional Appointment form must be completed each fiscal year for an employee on transitional appointment.

16. Extended Sick Leave

The Extended Sick Leave Request form is used to charge the cost of excess sick leave to the fringe benefits pool. When an employee's 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 notices and designation requirements must be met in order to qualify for eligibility.







## Section 3: State Classified Personnel

### **STATEMENT OF ADMINISTRATIVE GOALS RELATING TO CLASSIFIED PERSONNEL**

Colorado State University shall endeavor to promote an environment within which each staff member can perform to maximum capability. This document is an expression of the standards toward which the institution will strive, acknowledging the constraints of available resources. The goals incorporated herein constitute an essential part of the CSU administrative philosophy.

Colorado State University will endeavor to provide the following to each state classified employee:

1. A safe and healthy working environment.
2. Adequate resources, instructions and training for performance of assigned duties.
3. Courteous, respectful and considerate interactions with others within the University community.
4. Administrators who:
  - a. know and practice administrative due process under the Rules and Regulations of the Colorado State Personnel System, CSU Human Resources Manual, and the CSU State Classified Personnel Handbook, and
  - b. are fair to the individual supervised.
5. Open two-way communication with administration which includes:
  - a. provision of appropriate information concerning the employee's job, organizational unit, CSU, and the Colorado State Personnel System;
  - b. timely information concerning promotional opportunities; and
  - c. reasonable answers to rational questions and suggestions.
6. Assistance from administration, when appropriate, in achieving deserved and timely job advancement and promotion based upon merit, ability, and opportunity.
7. A current job description and a clearly defined, realistic performance plan.
8. Regular and objective evaluations by the immediate supervisor of the employee's job performance, based on the current job description and performance plan.
9. A job classification and pay rate that corresponds to the primary job duties performed.
10. A working climate characterized by basic ethical and legal principles.

### **APPOINTING AUTHORITY DELEGATION**

The President of Colorado State University has delegated Appointing Authority powers for all actions affecting the University's employees covered by the State Personnel System requiring such power to the Executive Director and Chief Human Resource Officer and Associate Director of the Human Resources Department. Any involuntary separation of a state classified employee from the University or any other action contemplated which may affect an employee's pay, status or tenure must be forwarded to the Executive Director and Chief Human Resource Officer of the Human Resources Department for consideration and appropriate action. The President has also delegated to the Executive Director and Chief Human Resource Officer of the Human Resources Department the authority to further delegate authority over matters of discipline to those University officials who, in her/his opinion, possess the judgment and the knowledge of the rules of the State Personnel System to properly exercise such authority. This may include re-delegation of authority for discipline to a specific individual within a particular department or to other employees within the Human Resources Department not specifically outlined in the President's Appointing Authority Delegation – State Personnel System.

Nothing in this delegation should be interpreted to affect the ability of academic and administrative department heads to make decisions implementing policy which affect their subordinate State Classified employees including, but not limited to, assignment of duties, scheduling of work hours, approvals of time off, etc., whenever such authority is exercised in accordance with Federal or State laws, University policy and State Personnel rules and procedures. However, the Executive Director and Chief Human Resource Officer of the Human Resources Department shall have the authority to modify or rescind the operational decisions of academic and administrative department heads which in her/his judgment, are inconsistent with such rules, policies or procedures.

The President has also delegated Appointing Authority power in grievance and performance pay dispute matters affecting employees covered by the State Personnel System to the Provost, Vice Presidents and Deans. Should the cognizant Provost, Vice President or Dean be unavailable or unable to deal with the issue due to a conflict of interest, the Executive Director and Chief Human Resource Officer of the Human Resources Department shall delegate this authority to another University official on a case by case basis.

### **Classification System**

The system provides a basis upon which all employees are graded and compensated. The system is comprised of classes and each class is comprised of positions that have comparable duties and responsibilities.

#### 1. Positions

Every position within a class shall: bear the common descriptive title of the class; be subject to the same class definition of duties, responsibilities, and authority; require the same minimum training and experience; and be subject to the same compensation range. See the University compensation plan on the Human Resources Department web site for job titles, codes, pay grades and salary ranges (Appendix 5 –8 of this manual).

#### 2. Assignment of Duties and Responsibilities

The University shall be responsible for assigning position responsibilities, authorities, and duties which may be temporary or permanent, incidental or essential. Further, the University may determine the location of work for the position, the tools and equipment to be furnished, and set the hours of work and work conditions. The classification plan of the State Department of Personnel may in no way be construed to limit or to interfere with the University's authority and responsibility as outlined above.

#### 3. Position Classification

Positions are classified on the basis of duties and responsibilities to classes described in State of Colorado class descriptions which indicate: title, general duties, and level of: complexity, decision- making, purpose of contact, and line/staff authority.

Assignments may be periodically reviewed for changes in duties and responsibilities which may impact classification. If a person believes his/her position warrants such a review, the employee should submit to his/her supervisor an original Position Description Questionnaire (PDQ). After review and signature from the supervisor, department head and any other required University official, the PDQ should be forwarded to the Employment Unit of the Human Resources Department.

The University may, at any time, request a job description of any position to ensure that it has been properly classified, i.e., allocated to the appropriate class.

### **Positions within the Personnel System**

Positions within the personnel system may be:

1. Regular full-time positions which are established for a full-time schedule.
2. Regular part-time positions which are established for less than a full-time schedule where the schedule is fixed. Positions of this type may be established for reoccurring periods of less than 12 months such as full-time 9 month positions.
3. State classified hourly positions which are established to staff on call or irregular work schedules, thus making it impractical to establish a regular part time (salaried) position. The same basic policies that apply to state classified salaried personnel for establishing a position, methods of filling a position, hiring rates, etc., also apply to state classified hourly personnel.

### **Methods of Filling Positions**

State classified positions may be filled by a qualified and eligible transfer, reinstatement or voluntary demotion candidate. Additionally, positions may be filled from an eligible list which is a ranked list of qualified open competitive candidates at the completion of a comparative analysis. The comparative analysis often includes candidates eligible for transfer, reinstatement, or non-disciplinary demotion. Specific information related to eligible lists and referrals may be obtained from the Employment Unit of the Human Resources Department by calling (970) 491-MyHR (6947).

### **Establishing a Position**

Before a state classified appointment can be made, a position must be established through the Human Resources Department. The department must complete a Position Description Questionnaire (PDQ) form, describing the duties and responsibilities of the position, and submit it to the Employment Unit for classification.

### **Appointment Process**

1. Be sure there is a provision in the departmental budget and FTE for the position. The fact that a position appears on the department budget does not mean that the job is established with the State Classified Personnel System.
2. Check with the Employment Unit of the Human Resources Department to determine your options for filling the position. An eligible list may need to be developed if one does not already exist. If an eligible list does exist, a referral will be generated with the names of applicants' eligible to interview. The vacancy will be posted on the weekly transfer bulletin.
3. If the individual you wish to appoint is not from an eligible list (i.e., transfer, reinstatement, reappointment, demotion) obtain clearance from the Records Unit of the Human Resources Department before making an offer of employment to ensure the individual is eligible to be hired.
4. Certain eligible list referrals require clearance from the Office of Equal Opportunity prior to an offer being extended. This additional requirement is clearly noted on such lists.
5. After selection of the individual, the new hire completes the top portion of the State Classified Personnel Action Data Initial Employment form and this information, along with the appointment data the department supplies (found on the bottom of the form), is entered by the department into the Personnel/Payroll System and submitted for electronic approval. The required new hire forms described later in this section must be completed and forwarded to the Records Unit as well before final approval of the action can be made. If the appointee is a transfer and the Employee Group remains the same, the new department must initiate the transfer through the Personnel/Payroll System. If the appointee is transferring and the Employee Group is different, or the appointee will be working both jobs, the new assignment must be set up as a new Concurrent Assignment in the Personnel/Payroll System.

### **Comparative Analysis**

1. Comparative analysis, required for each classification, are designed to assess the knowledge, skills, and abilities that applicants possess relative to the duties of the position. Comparative analysis results in the establishment of an eligible list of applicants in order of score attained. In some cases, a physical examination, background security check or polygraph may be requested by the department as a requirement of employment. If required, such physical comparative analysis, background security checks or polygraphs are paid for by the University.



2. The comparative analysis for classified positions at the University is administered and/or oversight is provided by the Human Resources Department and/or other State agencies.
  - a. Open competitive comparative analysis is open to all applicants, including current and former employees who meet the minimum requirements for the position.
  - b. Qualified applicants shall have an equal opportunity for entry into the state personnel system through fair and open competition.
  - c. Promotional comparative analysis is open to current classified Colorado State University employees, and former classified employees with reemployment rights who meet the requirements.
  - d. Applications for comparative analysis is available from the Employment Unit of the Human Resources Department, located at 555 S. Howes St., Fort Collins, CO 80523; at State of Colorado Job Services Centers; or at any authorized State agency in Colorado.

### **Probationary Period**

The probationary period for all new employees including reinstated employees will be 12 months. Earlier certification may be granted at any time with a written request from the employing department and completion of a written performance evaluation of Level 2 or higher, subject to approval by the Executive Director and Chief Human Resource Officer of the Human Resources Department. Continued employment and certified status will depend upon the employee successfully completing the probationary period. Supervisors with performance issues relating to probationary employees should consult with the Associate Director of Human Resources.

Employees on a probationary appointment are entitled to the same rights and privileges as certified employees, except for the 1) right to a hearing to review a disciplinary action which is based on unsatisfactory performance, 2) right to be placed on a reemployment list, and 3) privilege of reinstatement. They do, however, have the privilege of being considered for transfer.

### **Trial Service Period**

Current certified employees, who are promoted, reinstated or transfer to a different class must serve a trial service appointment period of no more than six months. Certified status may be granted at any time with a written request and completion of the trial service rating form indicating an acceptable level of performance, subject to approval by the Executive Director and Chief Human Resource Officer of the Human Resources Department. Certification may not be granted retroactively. If an employee's performance is not satisfactory during the trial service period, the employee shall be reverted to a vacant position in the previously certified class with no right to a hearing or, if no vacancy exists, shall be accorded any retention rights to which the employee may be entitled under the layoff provisions. At the discretion of the Executive Director and Chief Human Resource Officer or Associate Director of the Human Resources Department, corrective or disciplinary action may be administered instead of reversion or administrative separation.

### **Early Certification**

A request for certified status (sooner than the full 12-month probationary period or the 6-month trial service period) should be submitted by the employing department in writing, to the Human Resources Department. A performance evaluation or a trial service rating form, as appropriate, should accompany the request. Early certification will not be granted if a layoff is in progress in that job classification. Certification will be granted upon resolution of the layoff.

### **Promotions**

Employees may be promoted in the following ways:

1. Open competitive and promotional comparative analysis which put the employee on eligible lists for referral to vacant, higher level, positions.
2. Reclassification based on changes in job duties and responsibilities, provided the incumbent employee meets the minimum qualifications for the new level of the position.
3. Satisfactory completion of training in a class identified as an Intern class.

### **Reinstatement**

Certified employees who either resign or voluntarily demote in good standing have the privilege of being considered for reinstatement to any class which is at the same level, or lower, than the class previously certified at, providing they meet the minimum qualifications for the position. Current and former employees interested in reinstatement opportunities contact the hiring department directly for consideration. A listing of available positions is generated weekly on the Transfer Bulletin, available on the Human Resources web site.

Reinstated former certified employees must serve a one-year probationary period before being certified. They will also receive a new service date as the date of rehire unless they have documented continuous state service, including state employment outside the state personnel system but excluding temporary and student employment, or they reinstated within 90 days of the date they left the state personnel system.

### **Separation**

Employees may separate from the University by resignation, retirement, lay-off, physical inability, dismissal or death. Broad definitions are given below. More detail may be found in the Personnel Board Rules and Personnel Director's Administrative Procedures of the Colorado State Personnel System.

#### **1. Resignation**

Resignation is the voluntary termination of employment by an employee. An employee may resign by submitting a written resignation through the supervisor to the Executive Director and Chief Human Resource Officer of the Human Resources Department at least ten working days prior to the effective date. Upon mutual agreement by the supervisor or department head, less written notice may be accepted. If the employee does not give ten working days' notice or gives less notice than mutually agreed upon, the employee is considered to have resigned with prejudice and the employee's records shall reflect the same.

#### **2. Retirement**

Retirement is the termination of employment and transfer to retired status. An appointment should be made with the Benefits Unit of the Human Resources Department, 60 to 90 days prior to the anticipated retirement date.

#### **3. Lay-off/Job Abolishment**

The head of any University department contemplating the abolishment of a state classified position due to lack of work, lack of funds or administrative reorganization should so notify the Executive Director and Chief Human Resource Officer of the Human Resources Department in writing with a copy to the appropriate dean or vice president at least 70 days prior to the anticipated effective date.





Layoff provisions in the State Personnel System are very complex and retention rights are determined by Human Resources. In making both layoff and any subsequent retention rights decisions a ranking formula (matrix) is utilized for the affected areas. The matrix is consistently applied to any employee affected by the layoff process. Only certified employees whose age plus years of service credit equal 75, on or before January 1, 2013, have retention rights and retention rights are limited to University positions. Eligible certified employees must meet the minimum qualifications and any special qualifications in order to exercise retention rights against a position. Employees are ranked on seniority, performance, and applicable veteran's preference, each weighted in accordance with the layoff matrix. Employees with lower rankings must be displaced before employees with higher rankings, except no veteran can be displaced before a non-veteran regardless of rank.

#### 4. Administrative Separation for Physical Inability

When an employee has exhausted all accumulated paid leave, Family Medical Leave, and Short-Term Disability Leave and continues to be unable to perform the essential functions of his/her job, the department may request that the employee be administratively separated for physical inability to perform the job. All such requests must be forwarded in writing to the Executive Director and Chief Human Resource Officer of the Human Resources Department for consideration. When a certified employee has been administratively separated for physical inability and subsequently recovers, he/she has reinstatement privileges.

An employee with a disability as defined by the Americans with Disabilities Act (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.

#### 5. Dismissal

Dismissal is the disciplinary termination of employment and requires the approval of the Executive Director and Chief Human Resource Officer of the Human Resources Department or her/his designee. Individuals dismissed for cause are ineligible for future employment at CSU in any capacity.

### Compensation of State Classified Employees

#### 1. New Hires

The hire rate for all classes will be set to the minimum of the pay grade (refer to the CSU Compensation Plan). These hire rates will be reviewed periodically to determine if, due to recruiting difficulties, adjustments are necessary for individual classes, occupational groups, geographic areas or across the board. Salaries of new hires must be set in accordance with the guidelines outlined below unless prior authorization from the Executive Director and Chief Human Resource Officer of the Human Resources Department has been obtained.

- a. “General Use” Classes: In the case of a “general use” class where competition for the same applicant pool could occur between departments, new hires will all be paid at the hire rate. These “general use” classes are defined as Administrative Assistant Intern-III, the Accounting Technician series, Custodian I-II, and Dining Services I-III.
- b. All Other Classes: For all classes except “general use” classes described above, departments will have the flexibility to make an employment offer anywhere from the hire rate to 10% above the hire rate when recruitment difficulty or other unusual conditions exist, without prior authorization from the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Upon the request of the employing department and a showing of recruiting difficulty or other unusual condition, the Executive Director and Chief Human Resource Officer of the Human Resources Department may authorize the appointment of a person at a salary in the pay range higher than the hire rate, or in the case of a non “general use” class, higher than 10% above the hire rate. When an individual salary above the hire rate is established, it shall apply only to the person for whom it is established.

**Note:** For “general use” classes, acceptable grounds for approving starting salaries above the hire rate typically must include geographic differences where local salary rates exceed those prevalent in the Fort Collins area.

#### 2. Transfers

Salaries of transferring employees will remain at the employee’s current pay rate, or the hire rate of the class, whichever is higher. If the employee is transferring from another state agency however, pay cannot exceed the maximum of the pay grade.

**Note:** When an employee transfers from another state agency after receiving a final overall rating under that agency’s performance pay program, the University is obligated to pay the employee a base and/or non-base salary adjustment based upon the terms of the CSU plan for the performance rating level received.

#### 3. Reinstatements

Salaries can be set anywhere from the hire rate of the class being reinstated into, up to a salary rate which reflects the relative position within the pay grade the employee was previously certified at, adjusted for salary survey and occupational study changes. In the case of the reinstatement of a current employee, if the current salary exceeds the previous rate described above, the current rate is the maximum rate.

**Note:** The new salary cannot be set above the pay grade maximum of the new classification.



### 4. Demotions

Demotions resulting from individual classification review will not affect existing base pay, but if the current salary is above the pay grade maximum of the new class, base pay will only be saved above pay range maximum for up to three years as per the provisions of the State Personnel Rules and Administrative Procedures. Salaries for voluntary demotions will remain at the employee's current pay rate, or the new pay grade maximum, whichever is lower. For disciplinary demotions, pay at the new level will be determined by the Executive Director and Chief Human Resource Officer or Associate Director of the Human Resources Department, as appropriate.

### 5. Promotions

Upon promotion from either an eligible list or via individual position audit, the employee will receive an increase equal to the percentage difference between the pay grade maximum of the current class and the new class, not to exceed a 10% increase over the employee's current salary.

**Note:** The new salary cannot be set below the hire rate, or above the pay grade maximum (in the case of saved pay situations), of the new pay grade.

### 6. System Maintenance Studies

Classification changes resulting from the implementation of system maintenance studies will not affect the pay of employees in those classes unless the hire rate in the new class is above the employee's current salary, in which case the pay will be adjusted to the hire rate. In cases where the employee's current base pay exceeds the pay range maximum of the new class, base pay will be saved above pay range maximum for up to three years as per the provisions of the State Personnel Rules and Administrative Procedures.

### 7. In-Range Salary Movements

In-range salary movements may be used to increase base salaries of employees who remain in their current classes and positions when there is a critical need, due to salary range compression, not addressed by any other pay mechanism. Salary range compression occurs when longer-term employees are paid lower in the range than new hires over a period of time resulting in documented ongoing retention difficulties. In these unusual circumstances, there is a valid need to increase one or more employee's base salary in recognition of contributions equal to or greater than the newly hired employees. To be eligible, an employee must be performing satisfactorily as evidenced by the most recent final overall performance rating. Salary movements of this type are discretionary, subject to available funding and must be approved by the Human Resources Department.

### 8. Supplemental Pay

The use of supplemental pay requires prior authorization from the Human Resources Department. Supplemental pay is a non-base building temporary form of payment in addition to base pay that may be used when: an employee assumes the full set of duties of a higher-level position that is vacant or the incumbent is on extended leave for a period of one to nine months (i.e., acting/interim appointment), or; an employee is assigned to a long-term project that is not an expected or customary part of the employee's regular assignment and is critical to the mission and operations of the University. Supplemental pay may not be used to substitute for a promotional or position classification review process. Likewise, employees who are eligible for overtime and who are performing additional temporary duties that are similar to their regular assignment are entitled to overtime payment for any hours in excess of 40 in a given work week and cannot be paid supplemental pay in lieu of overtime.



### 9. Merit Pay

Colorado State University believes that it is very important that its performance management plan provides merit pay that rewards employees commensurate with demonstrated performance. Merit pay may consist of both base and non-base building adjustments.

Prior to the payment of merit pay, the State Personnel Director will specify a percentage for base and non-base achievement pay according to available statewide funding. Merit pay increases are based on an employee's final performance evaluation and salary position within the pay range. If the final overall rating is Level 1 (needs improvement), the employee is ineligible for merit pay.

An employee granted merit pay shall not be denied the payment because of a corrective or disciplinary action issued for an incident after the close of the previous performance cycle. All merit pay is effective on July 1. The employee must be employed on July 1 to receive payment. The current pay ranges set by the Colorado Department of Personnel are listed in the CSU Compensation Plan located on the Human Resources [website](#).

Employees hired on or before the last working day in December will be evaluated through the formal evaluation process for their partial year of employment. Employees hired on or after the first working day in January will have an informal review for purposes of giving feedback and beginning the formal performance planning and evaluation process.

The current compensation plan and performance management program are determined by the Colorado Department of Personnel and are located on their [website](#).

### 10. Overtime Payment.

Refer to Section 1, General Provisions, for a complete discussion of overtime.

### 11. Shift Differential Pay

Employees whose classification is eligible for shift differential shall be paid as follows:

- a. For non-health care services classes (class codes not beginning with

“C”) Weekday/Weekend/Holiday: not applicable for 1st shift  
7.5% differential for 2nd shift  
10% differential for 3rd shift

- b. For health care services classes (class codes beginning with

“C”): Weekdays: not applicable for 1st shift  
7.5% differential for 2nd shift  
14 % differential for 3rd shift

Weekend/Holiday: 7.5% differential for 1st shift  
14% differential for 2nd shift  
20% differential for 3rd shift

If one-half or more of the hours worked fall between 4:00 p.m. and 11:00 p.m., 2<sup>nd</sup> shift differentials apply. If one-half or more of the hours worked fall between 11:00 p.m. and 6:00 a.m., 3<sup>rd</sup> shift differentials apply. If hours worked are evenly divided between shifts, the higher rate will be paid for all hours worked during the assigned daily shift. Shift calculations are based on when an employee begins and ends the workday.

### 12. Shift Differential Overtime

If overtime is earned for work on a day in which the employee was entitled to shift differential pay, the overtime rate shall be calculated by multiplying 1.5 times the base hourly rate plus the applicable (2<sup>nd</sup> or 3<sup>rd</sup>) shift differential amount.

Example:

Brown has a regular hourly rate of \$6.00 and a shift differential rate of 0.45¢ per hour. Brown works 40 hours to which shift differential is applicable, and two hours overtime in one week. The overtime rate is  $6.00 \times 1.5 = 9.00$  plus the shift overtime of  $0.45 \times 1.5 = 0.68$ , or \$9.68 per hour.

Shift differential shall not apply to any paid leave (including jury duty) or holiday leave.

### 13. Call Back Pay

Any employee whose classification is eligible for overtime compensation and who is called back to work before their scheduled shift or after leaving the place of work upon completion of the shift, shall be compensated for two hours or actual time worked, whichever is greater. This compensation shall be at the hourly equivalent of standard rate of pay, subject to such overtime policies as contained in this manual. For overtime purposes the minimum of two hours of compensation shall be counted as two hours worked in computing the total number of hours in the work week.

Therefore, if an employee is called back under the conditions stated above for thirty minutes of actual work, credit will be given for working two hours. If overtime for the week results, it will be compensated for as outlined in this Manual.

This provision shall not apply in those cases where an employee is required to report early or to extend the shift because of an emergency and when such early or late work results in continuous duty. Normal overtime provisions will apply when these conditions exist.

Employees exempt from overtime are not normally eligible for call back pay; however, under special circumstances it may be authorized by the State Director of Personnel. Specific cases should be referred to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

### 14. On-Call Pay

Some positions require that an employee be subject to call to duty but not actually performing work. The Executive Director and Chief Human Resource Officer of the Human Resources Department must approve individual positions eligible for on-call pay and will consider the prevailing labor market practice for the job and the degree of restricted activity of the employee. Only time while actually on-call shall be paid at the on-call rate of \$2 per hour. In call-back situations, employees eligible for both on-call and call-back pay shall receive call-back pay only.



### 15. Positions Brought into State Personnel System

Employees of state government who enter (applies to a state employee who moves from a position outside the state personnel system, i.e., academic faculty, administrative professional, non-CSU state job, to a position within the personnel system), or are brought into (applies to the movement of an existing state position along with the incumbent of that position into the state personnel system), the state personnel system are credited with their previous state service for purposes of accumulated leave, leave earning rates, longevity and other benefits, excluding retirement credit, afforded employees within the state personnel system providing there has been no break in service. In these cases, the employee must be appointed from an eligible list and the salary can be set anywhere from the pay grade minimum to the current salary of the individual, except that the salary cannot exceed pay grade maximum.

### **Payments to State Classified Personnel**

#### 1. Pay Schedule

State classified personnel will be paid on the last workday of each month for regular time worked during the month, except for the month of June, in which the pay date will be delayed to the first working day of July. Excess regular hours and shift differential should be reported monthly and will be paid the month following the work. Overtime will be paid the same way unless compensatory time off is granted. State classified hourly personnel should be reported bi-weekly. Refer to Appendices 1 and 2 for the salaried and hourly payroll schedules.

#### 2. Regular Full Month's Pay

Employees who work all scheduled work days of a month, who are on paid leave all scheduled work days of a month, or who work some of the scheduled work days and are on paid leave the remaining scheduled work days shall be compensated for a full months work at the appropriate monthly rate.

#### 3. Partial Month's Pay - Full-time Employees

Full-time salaried employees shall be compensated on a monthly pro rata basis if the number of days worked plus the number of days on paid leave are less than a full month; the salary is to be computed by multiplying the daily rate times the number of days to be paid for the month. The daily rate is determined by dividing the monthly base pay by the number of workdays in the month.

#### 4. Permanent Part-time Employees Who Work a Regular Part-time Monthly Schedule

These employees shall be compensated at the appropriate pro rata rate. Permanent part-time employees who work a full-time schedule for a month shall be paid at the monthly rate. If the schedule worked is less than a full month, compensation shall be as prescribed in item 3 above.

#### 5. Permanent Part-time Employees Who Work an Irregular or Intermittent Schedule

These employees shall be compensated at the appropriate hourly rate for time actually worked.



### **Processing Excess Hours, Shift Differential and Overtime**

Excess hours, shift differential and overtime for salaried employees are normally reported on the Hourly Timesheet and then processed for payment via the Monthly Time File. Time files will be electronically transferred monthly and employees will be paid in the month following the month the excess hours, shift differential or overtime occurred.

### **Processing Hours Worked by State Classified Hourly Employees**

Hours worked by state classified hourly employees should be reported on the Hourly Timesheet and then processed for payment via the Hourly Time File unless a time clock or other special time recording system is used which provides the basic data and certifications. Hourly time files will be electronically transferred biweekly and employees will be paid biweekly according to the schedule shown in Appendix 2.

## Overtime Pay Examples

The following table shows examples of hours worked and the calculations for overtime and shift differential hours (for eligible job classifications).

Example	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours Worked	Hours for Pay	Overtime Hours	Shift Diff Hours	Shift Diff OT Hours
A	0	0	8	8	8	8	8	40	40	0	--	--
B	0	0	10	10	10	8	8	46	46	6	--	--
C	0	0	10	10	10	10	TO	40	40	0	--	--
D	8	8	8	L	8	8	8	48	56	16	--	--
E	0	0	8	10	12	12	L	42	50	10	--	--
F	0	0	8	8	8	CT	CT	24	40	0	--	--
G	0	0	H	L	8	8	8	24	40	0	--	--
H	0	0	*8/H	8	8	8	8	40	48	8	--	--
I	0	0	*8/H	8	TO	8	8	32	40	0	--	--
J	0	0	8	8	8	H	L	24	40	0	24	
K	0	0	8	8	10	H	L	26	42	2	24	2
L	4	8	4	8	4	4	8	40	40	0	--	--
M	0	0	8	8	8	8	11	43	43	3	40	3

<b>L</b>	Paid Leave
<b>H</b>	Holiday (Not Worked)
<b>TO</b>	Time-Off (Unpaid)
<b>CT</b>	Compensatory Time (for previously worked overtime)
<b>*</b>	Holiday Worked

### **Performance Planning and Evaluation**

The performance of state classified employees must be evaluated annually using the performance planning and evaluation procedures outlined in the University's Performance Pay Program User Guide. The User Guide is located on the Human Resources website. The performance planning and evaluation cycle includes performance planning, mid-year review and evaluation.

#### 1. Performance planning

Performance plans should be completed during the month of April and are effective for one year. For new employees, a performance plan should be created within 30 days of the date of employment.

The performance plan establishes a common understanding between the employee and the supervisor of the employee's work priorities and expected outcomes for the coming year.

#### 2. Mid-year review

Supervisors must conduct a formal meeting with state classified employees in October to review the employee's progress, modify the performance plan if needed, and give the employee feedback and coaching.

#### 3. Performance evaluation

In April, the supervisor evaluates the employee's annual performance based on the goals and standards for performance established in the performance plan. After securing approval from the reviewer (academic or administrative department head or the dean or vice president for employees in those central administrative offices, or their designees) supervisors of state classified employees will meet with the employee to discuss the employee's overall job performance and final rating (level 1, level 2, or level 3).

The performance planning and evaluation process is conducted on a cycle from April 1 – March 31. Effective January 1, 1990, State Law (CRS-24-50-118), requires all supervisors of state classified employees to complete timely performance evaluations on a yearly basis. Failure to do so will result in sanctions against the supervisor.

More frequent evaluations may be required whenever an employee's overall performance evaluation is less than acceptable. Additionally, interim evaluations are required whenever the working relationship between an employee and the supervisor is broken. This situation can occur in the case of transfers, promotions, demotions, terminations or other changes in reporting relationships.

A detailed explanation of the performance planning and evaluation process, relevant forms, definitions, dispute resolution process, and the performance pay program is in the Performance Pay Program User Guide. Additional information is available by contacting the Human Resources Employee Relations Manager.

### **Leave Policies**

The granting of any and all leave or time off from work by state classified employees except annual and sick leave, family medical leave, injury leave, short-term disability leave, bereavement leave, military leave, jury duty leave, administrative leave, holiday leave, and leave without pay shall be at the discretion of the Governor. No department or agency head in the Executive Branch of Colorado State Government shall approve time off from work for circumstances not expressly covered by statute or a rule or regulation of the State Personnel System without the approval of the Governor.

Department heads are responsible for: maintaining records of sick and annual leave earned and taken for all eligible employees in their departments; retaining written requests for bereavement leave showing relationship to the deceased and reason for the number of days requested; retaining documentation on military leave; retaining copies of court summons which require jury leave; documenting the need for, and use of, unpaid victim protection leave, short-term disability leave or any other type of unpaid leave; retaining documentation on the use of administrative leave; and, for placing covered employees on Family Medical Leave and monitoring the use of such leave. Requiring an employee to maintain a specified leave balance is prohibited.

Employees will be paid for approved time off on accumulated sick or annual leave. Department heads, however, must ensure that a leave without pay personnel action has been processed through the Personnel/Payroll System when the employee has used all leave and has not returned to work. Failure to submit the action on a timely basis could result in over payment to the individual. In the case of illness, accumulated sick leave will be used first, then accumulated annual leave and finally leave without pay.

### 1. Annual Leave

Scheduling annual leave is a responsibility of the department head. Annual leave should be scheduled as to least interfere with effective operations of the offices concerned but desires of the employees should be considered since annual leave is provided for an employee's personal needs. Annual leave may not be denied, however, when it results in forfeiture of accumulated annual leave. If approved leave is cancelled and results in forfeiture, the forfeited hours must be paid before the end of the fiscal year.

Employees may use annual leave as it is accrued. Accumulation of annual leave starts with the beginning date of employment. Leave is credited on the last day of the month in which it is earned and is available for use on the first day of the next month; Annual leave is not accrued during periods of leave without pay. Terminating employees shall be compensated for leave earned through the last date of employment.

The annual leave earning/accrual schedule for full time employees is as follows:

Years of Service *	Days Earned Per Month		Maximum Amount
1 <sup>st</sup> through 5 <sup>th</sup>	1 Day	8 Hours	24 Day
6 <sup>th</sup> through 10 <sup>th</sup>	1 ¼ Days	10 Hours	30 Day
11 <sup>th</sup> through 15 <sup>th</sup>	1 ½ Days	12 Hours	36 Day
16 <sup>th</sup> and over	1 ¾ Days	14 Hours	42 Day

\*Computed from the first calendar day of the month following hire unless the employee began work on the first working day of the month, in which case the first calendar day of the month of hire is used.

Part-time employees who work regular, non-fluctuating schedules earn leave on a pro-rated basis based on the percentage of the regular appointment, rounded to the nearest 1/100 of an hour. Leave for part-time employees who work irregular, fluctuating schedules and full-time employees who work or are on paid leave less than a full month is calculated by dividing the number of hours worked by the number of work hours in the pay period. The percentage is then multiplied by the employee's leave earning rate (number of hours a full-time employee would earn per month) to derive the leave earned. Overtime hours are not included in leave calculations.

### Formula:

$$\frac{(\# \text{ of Days Worked in a Month } \times 8)}{(\text{Total } \# \text{ of Working Days per Month } \times 8)} \times \text{Leave Accrual Rate}^* = \# \text{ Leave Hours Earned}$$

\* Based on full-time employment

### Example:

A full-time employee who earns 10 hours of annual leave per month has 8 unpaid hours in August 2005 which has 23 workdays.

Applying the formula:

$$\frac{22 \times 8 (= 176)}{23 \times 8 (= 184)} \times 10 = 9.57 \text{ Hours Accrued}$$

Movement to the next higher leave earning rate is adjusted one month forward for each 173.33 working hours of leave without pay in a 12 month period. Leave usage is to be recorded in terms of eight hour days only (rounded to the hour). For example, a workday of annual leave taken by a half-time employee should be recorded as 4.00 hours. State regulations require that state classified employees be notified of their annual leave balances in writing as of July 1 of each year.

On July 1 of each year, employees forfeit all accrued annual leave in excess of maximum accrual limits. An employee continues to accrue leave after July even though the maximum accrual has been attained and loses only the excess on July 1 of the following year.

Annual leave earning and accrual rates are restored to former employees who are eligible for and exercise reinstatement or reemployment privileges.

Upon termination or death, unused annual leave is paid out up to the maximum accrual rate in a lump sum.

### 2. Sick Leave

Sick leave is provided for use when time off is needed for health reasons. Sick leave is granted when an employee is absent for treatment of illness or injury or is unable to perform assigned duties due to illness or injury. Sick leave may be used for all medical and dental appointments as well as for the treatment of illnesses including alcoholism and drug addiction. Accumulated sick leave may also be used for the health needs of the employee's child, parent, spouse, injured military service member, legal dependent, OR a person in the household for whom the employee is the primary care giver. Sick leave may also be used to care for a family member who suffered a serious injury or illness while on active military duty. The department head or appointing authority may request documentation of the familial relationship. A physician's statement is required for any absence from work of more than three consecutive workdays. If an employee has exhausted all sick leave and continues to be unable to return to work for health reasons, accrued annual leave must be used.

Employees may be sent home and sick leave charged if it is determined the employee has an illness or injury that either impacts the employee's ability to perform the job or the safety of others.

As of July 1, 1988, full-time employees earn 10 days sick leave per year (6.66 hours per month). Part-time employees who work regular, non-fluctuating schedules earn leave on a prorated basis based on the percentage of the regular appointment, rounded to the nearest 1/100 of an hour. Leave for part-time employees who work irregular, fluctuating schedules and full-time employees who work or are on paid leave less than a full month is calculated by dividing the number of hours worked by the number of work hours in the pay period. The percentage is then multiplied by the employee's leave earning rate (number of hours a full time employee would earn per month) to derive the leave earned. Overtime hours are not included in leave calculations.

### Formula:

$$\frac{(\# \text{ of Days Worked in a Month} \times 8)}{(\text{Total} \# \text{ of Working Days per Month} \times 8)} \times \text{Leave Accrual Rate}^* = \# \text{ Leave Hours Earned}$$

\*Based on full-time employment

### Example:

A full-time employee who earns 6.66 hours of sick leave per month has 8 unpaid hours in August 2005 which has 23 workdays.

Applying the formula:

$$\frac{22 \times 8 (= 176)}{23 \times 8 (= 184)} \times 6.66 = \mathbf{6.37} \text{ Hours Accrued}$$

Employees must be at work or on paid leave to earn monthly leave. Leave is credited on the last day of the month in which it is earned and is available for use on the first day of the next month. Overtime and call-back hours do not add time for leave accrual. Sick leave is not accrued during leave without pay.

Sick leave usage is to be recorded in terms of eight hour days only (rounded down to the nearest quarter hour). For example, a workday of sick leave taken by a half-time employee should be recorded as 4.00 hours. State regulations require that state classified employees be notified of their sick leave balances in writing as of July 1 of each year.

Any sick leave an employee has accrued as of July 1, 1988 remains. An employee can accumulate an additional 45 days (360 hours) on top of their July 1, 1988 accrual. In other words, employees will have individual maximum accrual rates. For example, an employee who had 100 days of sick leave accrued as of July 1, 1988 would have a maximum accrual limit of 145 days. An employee who had 20 days of sick leave as of July 1, 1988 would have a maximum accrual limit of 65 days. All employees hired July 1, 1988 or thereafter would have a maximum accrual limit of 45 days.

At the end of a fiscal year, an employee who has accumulated sick leave beyond the maximum limit may convert the excess sick leave to annual leave at a ratio of 5:1 (i.e., five sick leave days per day of annual leave), not to exceed two days of annual leave per fiscal year.





## Section 3: State Classified Personnel

Previously accrued sick leave is restored to former employees who are eligible for and exercise reinstatement privileges. Employees eligible for retirement at the time of termination receive pay for  $\frac{1}{4}$  of their unused sick leave, up to the maximum accrual rate. If such an employee subsequently re- enters the State Personnel System, no accrued sick leave from the previous employment will be credited. In the case of death, an employee will have  $\frac{1}{4}$  of their unused sick leave paid out up to the maximum accrual rate to their estate.

### 3. Holiday Leave

The State provides 10 holidays per year. Since many of these holidays conflict with the academic schedule, the University has been granted authority to establish its own holiday schedule. The official University holiday schedule is published annually by the Executive Director and Chief Human Resource Officer of the Human Resources Department. All references to holidays refer to those observed by the University.

Sometimes it is necessary for the individual departments to deviate from the University holiday schedule because of the operating schedule of the department. Use of a departmental holiday schedule should be limited to those areas which require unusual work schedules. A written copy of the departmental schedule indicating employees affected should be forwarded to the Human Resources Department. Employees should be advised of their schedule at least two weeks in advance of their departmental holiday, or in advance of the University holiday, whichever occurs first.

Employees are granted up to eight hours to observe each legal holiday (prorated for unpaid leave in the month) provided they are current employees when the holiday is observed. Part-time employees who work regular, non-fluctuating schedules shall be granted a pro-rated amount of holiday based on the percentage of the regular appointment, rounded to the nearest  $\frac{1}{100}$  of an hour. Holiday leave for part-time employees who work irregular, fluctuating schedules is calculated by the following formula:

Formula:

$$\frac{(\# \text{ of Hours Worked in a Month})}{(\text{Total } \# \text{ of Working Hours per Month})} \times \text{Holiday Hours} = \# \text{ Leave Hours Earned}$$

Example:

A part-time employee working an irregular, fluctuating schedule works 80 hours in July 2005, which had 21 workdays.

Applying the formula:

$$\frac{80 \text{ Hours}}{21 \times 8 (= 168)} \times 8 = 3.81 \text{ Hours Accrued}$$

If a holiday occurs during a period of paid leave (excluding payments from short-term disability or workers' compensation benefits), holiday leave shall be granted for that day and employees shall not be charged paid leave of any type for the holiday.

Employees who work on a scheduled University holiday, or a departmental holiday in case of alternative scheduling, shall be compensated in the following manner:

- a. Employees eligible for overtime compensation: hours of work for the holiday shall be recorded as the number of holiday hours the employee is entitled to plus the actual number of hours worked on the holiday.

- b. Employees exempt from overtime compensation: employees shall be granted an alternative day off. Employees who terminate employment prior to taking the alternative day off shall be compensated for the day as an “unused” holiday at the time of separation.

If an employee is granted a day off in advance of the University holiday and terminates prior to the University holiday, the payment for unused annual leave or final work period will be reduced by amount of payment made for the holiday.

If an employee works on a University holiday and is terminated prior to the departmental day of observance, cash payment for the holiday must be included in the final paycheck.

#### 4. Military Leaves

Upon presentation of proper military orders, an employee who is a member of the National Guard, military reserves or National Disaster Medical Service shall be granted military training leave with pay for the annual encampment or equivalent reserve training period. A maximum of fifteen (15) working days in any fiscal year shall be granted and shall not be charged as annual or compensatory leave. Leave shall commence the first working day the employee is absent from his job and terminate the last calendar day in a military training status, as evidenced by copy of military orders.

Military leave provides unpaid leave to permanent employees who are called to active service, including training or declared emergencies. Unused military training leave is used before being placed on unpaid leave. The employee may request the use of annual leave before being placed on unpaid leave.

#### 5. Bereavement Leave

Bereavement leave provides up to 40 hours of paid leave to an employee at the time of death of a family member or other person with whom the employee had a close relationship. Bereavement leave may be approved for services and memorials taking place at some later date if they are formally scheduled at the time of death as evidenced in official death notices such as obituaries published in local newspapers or arrangement notices published by funeral homes or crematoria.

The decision to grant leave and the appropriate amount of leave is based on the individual circumstances and includes such factors as the employee's relationship with the deceased, travel requirements and the business needs of the work unit. Human Resources' Employee Relations Managers are available to assist departments in making reasonable determinations regarding bereavement leave.

Any deviations from this general policy require the approval of the Executive Director and Chief Human Resource Officer of the Human Resources Department.

#### 6. Parental Leave (new effective July 1, 2019)

CSU recognizes the importance of providing new parents with time-off to bond with their children while also balancing their professional obligations. The Parental Leave program helps to create a work culture that supports employees through the process of welcoming a new child or children.

Parental Leave consists of three (3) work weeks of paid time off, in addition to the employee's accrued sick and annual leave (and any short term disability (STD) benefits to which the birth parent may be entitled) to be used by a new parent to care for and bond with the child or children.

An adoptive or non-birth parent is also eligible for three (3) work weeks of Parental Leave. The three (3) work weeks of leave must be taken within the 12 months following the date of birth or adoption and the leave must be taken in one continuous block (not split into intermittent days).



Parental leave provides for the transfer of funds from the fringe pool to the employee's home department for up to 3 weeks of salary paid for parental leave usage.

a. Parental Leave Eligibility

State Classified monthly salaried employees with an appointment of half-time (50%) or greater are eligible for Parental Leave. An employee is not an Eligible Employee during any period in which the employee is not in regular, paid employment status (for example when on leave without pay for purposes other than the birth or adoption of a child).

An eligible "parent" means an eligible employee who is the birth parent or non-birth parent of a child, including the child's mother or father, or the spouse, domestic partner or civil union partner of either, at the time that the leave period commences (and for as long as the leave is eligible to continue). An employee becomes a parent of a child for purposes of this policy at the time of the child's birth or placement for adoption. Foster care placement is not included within this definition.

An employee becomes eligible for parental leave upon becoming a parent. Parental leave is not available during the period preceding the birth or placement for adoption, even if absences are due to the expected arrival. Employees may use other types of accrued leave (such as Sick or Annual leave), as applicable, for absences during such periods. Only one parental leave benefit per employee is available per birth or adoption. The number of children born or adopted (e.g., twins) does not increase the amount of the parental leave benefit. (If both parents are employees, each is entitled to use his or her parental leave benefit for the same event).

b. Parental Leave Benefit

Parental leave consists of 3 work weeks of paid time off, to be used for the purposes of caring for and bonding with the child. Parental leave may be taken anytime within the first year after delivery/placement. It runs concurrently with (is considered part of) FML for the birth or adoption, if the parent has remaining FML entitlement available. FML provides job protection for an employee for up to 13 weeks of leave for qualifying events.

After exhausting all accrued sick leave, an employee who is the birth parent of the child and who is medically incapacitated following labor and delivery may be eligible for STD benefits. If the employee is eligible for STD due to medical incapacity, parental leave shall not commence until after STD benefits are exhausted. After exhausting STD benefits, the birth parent then becomes entitled to parental leave, regardless of FML eligibility at that time. (If the birth parent does have FML eligibility, then parental leave taken counts as part of the FML period). For the non-birth Parent, STD does not apply, which allows parental leave to commence at any time within one year after the birth or adoption, and exhaustion of other types of leave is not required.

Once taken, parental leave must be used in a contiguous block (not split into intermittent days off). Prior notice of the intent to take parental leave is required at least 30 days in advance (unless such notice is impossible, in which case, then as far in advance as possible). Your supervisor is responsible for timely TimeClock Plus reporting of parental leave in accordance with the Leave Reporting Policy.

**Parental Leave Scenarios** - The following scenarios illustrate how parental leave is applied:

Family Medical Leave (FML) runs concurrently with <u>all</u> types of leave and must be recorded as FML.				
Birth Parent				
Parental Leave Benefit				
Duration	Less than 4 weeks accrued leave	Pay	More than 4 weeks accrued leave	Pay
FML & Short Term Disability (STD)				
Weeks 1-4	<ul style="list-style-type: none"><li>FML</li><li>Waiting period for STD (30 continuous calendar days) (use of <u>all</u> accrued sick leave is required and annual leave is optional)</li><li>Leave without Pay (LWOP) (if sick and annual leave is exhausted)</li></ul>	100% or Unpaid	<ul style="list-style-type: none"><li>FML</li><li>Waiting period for STD (30 continuous calendar days) (use of <u>all</u> accrued sick leave is required and annual leave is optional)</li></ul>	100%
Weeks 5-6 <small>Normal or caesarean childbirth</small>	<ul style="list-style-type: none"><li>FML</li><li>STD (Normal childbirth typically constitutes a medical incapacity for 6 weeks; caesarean childbirth 8 weeks)</li></ul>	60%	<ul style="list-style-type: none"><li>FML</li><li>Sick and/or Annual Leave</li></ul>	100%
FML & Parental Leave				
Weeks 7-9 <small>Normal or caesarean childbirth</small>	<ul style="list-style-type: none"><li>FML</li><li>Paid Parental Leave (3 weeks)</li></ul>	100%	<ul style="list-style-type: none"><li>FML</li><li>Paid Parental Leave (3 weeks)</li></ul>	100%
FML (remainder up21 to 13 weeks)				
Weeks 10-13 <small>Normal or caesarean childbirth</small>	<ul style="list-style-type: none"><li>FML</li><li>Leave without Pay (LWOP)</li></ul>	Unpaid	<ul style="list-style-type: none"><li>FML</li><li>Sick and/or Annual Leave</li></ul>	100%
Non-Birth Parent				
Duration	FML & Parental Leave			Pay
Weeks 1-3	<ul style="list-style-type: none"><li>FML</li><li>Paid Parental Leave (3 weeks)</li></ul>			100%
FML (remainder up to 13 weeks)				
Weeks 4-13	<ul style="list-style-type: none"><li>FML</li><li>Leave without Pay (LWOP)</li><li>Sick and/or Annual Leave</li></ul>			100% or Unpaid

c. **Parental Leave and FML**

The State of Colorado's FML policy provides for up to 12 weeks of FML and 1 week of State FML for an employee following the birth or adoption of a child. This is not a separate paid leave benefit, and any portion of the FML time-off that is paid must be covered by the appropriate type of available leave (sick leave, annual leave, STD, parental leave) for which the employee is eligible, as applicable. Any time off requested in excess of the total 13 week period may be granted at the discretion of the department head (or department head's authorized designee). If allowed, it may be taken as annual leave, if available, or unpaid.

d. **Parental Leave Application**

Parental leave provides for the transfer of funds from the fringe pool to the employee's home department for 3 weeks of salary paid for parental leave usage when reported by the department as having been taken by the new parent.

Parental leave is paid at the employee's regular salary as of the day that leave commences and is taxable at the employee's normal tax rate. A Parental Leave Application must be timely completed by the department within one month following the return to work date to receive funding from the fringe pool provided that the leaves were timely and appropriately reported and included on the Parental Leave application. The application is available on the Human Resources [website](#). The department will certify on the application that the policy requirements have been satisfied and request the reallocation of labor distribution to the department's budget from the fringe pool.

Parental leave that was earned, but not used is not eligible for payment upon separation or retirement.

Fringe Pool Reimbursement
Birth Parent, Non-Birth Parent and Adoptive Parent
up to 3 weeks • Parental leave

### 7. Jury Leave

Employees shall be granted jury leave with pay for the period they are required to serve on jury duty. Temporary employees receive paid leave for a maximum of three days of jury leave. Pay for jury leave is retained by the employee.

### 8. Administrative Leave

Upon the approval of the Department Head and, in some cases, the Executive Director and Chief Human Resource Officer of the Human Resources Department, employees may be released from work and granted administrative leave with pay to engage in activities deemed to be for the good of the University. Activities performed in an official employment capacity are typically considered work time and do not require administrative leave such as:

- a. Approved job-related training
- b. Approved job-related meetings
- c. Participation in hearings or settlement conferences at the direction of the State Personnel Board or State Personnel Director and to testify in court or official hearings on job-related matters when required by the University or subpoena. Compensation for such participation received by the individual on working days is turned over to the University except for mileage and parking expenses.

**Note:** Employees who serve as a witness in an individual capacity on personal or non-university related matters are charged annual leave or leave without pay. Compensation received for such services is retained by the employee.

As outlined below, administrative leave must be granted in some instances and Department Heads have discretion in granting administrative leave in other instances. Departments Heads should consider prudent use of University resources and the business needs of the department when considering discretionary administrative leave requests. Departments are required to keep records on the usage of administrative leave and report any leave granted to an employee that exceeds 20 working days to the Human Resources Department immediately. The granting of administrative leave for any activity not specifically authorized below requires prior approval from the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Administrative leave MUST be granted for the following:

- a. Participation in comparative analysis given for state classified positions within Colorado State University and to employees working a full-time schedule to be interviewed as a candidate for University positions.
- b. Elected officers of recognized employee organizations shall be granted a reasonable amount of administrative leave to attend official meetings, delegate assemblies, or conferences of their respective organizations. Administrative leave must be granted to elected members of the Classified Personnel Council to attend meetings of that organization and its committees. Meetings of local chapter officers are not considered official meetings for purposes of this policy. Employee organizations that wish to utilize administrative leave should consult with the Executive Director and Chief Human Resource Officer of the Human Resources Department concerning the approval procedure for requests of this nature.
- c. Up to two hours to vote in any general election providing the employee (1) is a registered voter; and (2) does not have 3 hours of unscheduled work time during the hours the polls are open (7 a.m. – 7 p.m.). The non-working hours do not need to be consecutive.
- d. Up to 2 days per fiscal year for organ, tissue, or bone donation for transplants.
- e. To serve as an uncompensated election judge.
- f. Up to 15 days in a fiscal year when qualified volunteers or members of the Civil Air Patrol are directed to serve during a declared local disaster.

Administrative leave MAY be granted for the following:

- a. Department Heads may grant administrative leave to part-time employees to interview for positions with Colorado State University, or to employees to participate in comparative analysis for positions in the State Personnel System outside the University or to interview for such positions.
- b. Up to 5 days per fiscal year may be granted for local or 15 days for national emergencies to employees who are certified disaster service volunteers of the American Red Cross.
- c. With the permission of the supervisor, employees may use up to five hours of administrative leave per month to volunteer in the public schools through the University's VIPS (Volunteers in Public Schools) Program. The amount of hours allowable for a part-time employee is pro-rated based on the percentage of the appointment. Employees must complete a VIPS Participation Authorization Form to use this leave, available from the Benefits Unit of the Human Resources Department.
- d. Other circumstances as deemed appropriate by the Executive Director and Chief Human Resource Officer of the Human Resources Department.

### 9. Leave Without Pay

When approved by the department and Executive Director and Chief Human Resource Officer of the Human Resources Department, an employee may be granted leave without pay for justifiable personal reasons. If approved by their department head, employees need not exhaust all accrued leave prior to requesting leave without pay unless the reason for the leave would be covered by the provisions of the sick leave policy. Generally, leave due to illness or injury requires all sick and annual leave be exhausted prior to the granting of leave without pay. However, exceptions may exist for absences qualifying under the State's Short-term Disability Insurance Policy or under Workers' Compensation. Check with the University Benefit's Unit in these cases.

Probationary and trial service periods are extended by the number of days on unpaid leave.

Leave without pay processing requires that a personnel action be processed through the Personnel/ Payroll System that shows the dates the employee begins and ends leave so that the Payroll Unit can make all necessary adjustments for pay.





a. Short-Term Disability (STD) Leave

Short-term disability leave is a type of unpaid leave of up to 6 months while either state or PERA STD benefit payments are being made. To be eligible for this leave, employees must have 1 year of service and an application for the STD benefit must be submitted within 30 days of the beginning of the absence or at least 30 days prior to the exhaustion of all accrued sick leave.

b. Victim Protection

Victim protection is a type of unpaid leave granted for up to twenty-four hours (prorated for part-time employees) per fiscal year for victims of stalking, sexual assault, or domestic abuse or violence. An employee must have one year of state service to be eligible and have exhausted all annual and, if applicable, sick leave. Leave is available for seeking a restraining order, health care for the employee or employee's children, securing or seeking safe housing, and seeking legal assistance and participating in legal matters. All information related to the leave shall be confidential and maintained in separate confidential files with limited access.

c. Volunteer Firefighter Leave

Employees are granted up to 15 days per fiscal year of unpaid leave if a requirement to respond to an emergency as a volunteer firefighter results in time missed from work.

### 10. Injury Leave

An employee who incurs a work-related injury or illness that qualifies for workers' compensation benefits is granted up to 90 working days of injury leave with full pay if the employee signs over his/her workers' compensation to the University. If after 90 working days (any covered hours in a work day count as a full day of injury leave), the employee is still unable to work, the employee is placed, on a "make whole" basis, first on accrued sick and annual leave, and after exhaustion of all paid leave, may be given leave without pay. After exhaustion of injury leave, workers' compensation payments are made to the employee.

Time lost on the day the injury occurs should be recorded as paid administrative leave. Time lost subsequent to the day of the injury should be charged to injury leave or to accumulated paid leave or

LWOP as appropriate in the following manner:

- a. Absences of 3 workdays or less should be charged to paid sick leave if available or to annual leave
- b. or LWOP in cases of insufficient sick leave.
- c. Absences of 14 calendar days or less should have the first 3 days charged as noted in (a) and all remaining workdays charged to injury leave.
- d. Absences that extend beyond 14 calendar days should have all workdays charged to injury leave.

Injury Leave is not granted if a determination is made that the injury or illness was caused by willful misconduct of the employee or by willful disobedience of reasonable rules and regulations resulting in reduction of compensation payments.

### 11. Family Medical Leave Act (FMLA)

Under the provisions of the Family Medical Leave Act of 1993, state classified employees shall be granted up to 520 hours (12 weeks of federal FML and 1 week of State FML) of unpaid family/medical leave for: (1) birth and care of a child or placement and care of an adopted or foster child within one year of the event; (2) the serious health condition of an employee's parent, child under the age of 18 or an adult child who is disabled, spouse, partner in a civil union, or registered domestic partner for physical care or psychological comfort; (3) an employee's own serious health condition; (4) active duty military leave when a parent, child, or spouse experiences a qualifying event directly related to being deployed to a foreign country; or, (5 ) military caregiver leave for a parent, child, spouse, or next of kin who suffered a serious injury or illness in the line of duty while on active duty. Military caregiver leave includes time for veterans who are receiving treatment within 5 years of the beginning of that treatment.



Effective July 1, 2014, FMLA is allowed based upon a 'rolling' 12-month period measured backward from the date an employee begins to use FMLA leave. All FMLA eligible employees will begin with their full FMLA entitlement of 520 hours (13 weeks) on July 1, 2014. The amount of leave is prorated for part-time employees. Beginning July 2015, FMLA leave entitlements will take into consideration FMLA leave taken during the previous 12-month period. The amount of FMLA available for use is determined by the difference between 13 weeks and any FML leave (12 weeks federal FML and 1 week State FML) taken in the previous 12-month period from the date of the most recent request.

For purposes of family/medical leave, the term "immediate family member" means the employee's child including a foster, adopted, or step child, a legal ward, or an adult child incapable of self-care; parent, including an individual who filled the role of a parent (daily care and financial support); or spouse. The department may request documentation of the familial relationship. Paid leave is included in determining the 520-hour family leave period and the use of paid leave does not extend the maximum 520 hours.

Military caregiver leave is a one-time entitlement of up to 1040 hours (prorated for part-time) in a single 12-month period starting on the date the leave begins. While intermittent leave is permitted, it does not extend beyond the 12-month period. In addition, the combined total for military caregiver and all other types of FML shall not exceed 1040 hours.

The amount of family leave that is paid or unpaid and which type of paid leave (annual or sick leave) is appropriate depends on the individual circumstances of the situation and the amount of paid leave an employee has accrued. To be eligible, an employee must have 1 year of State service as of the date the leave will begin. If part-time, the amount of leave is prorated based on the regular appointment or schedule. If a part time employee works an irregular, variable schedule, the amount of leave is prorated based on the average number of hours worked in the 12 weeks prior to the beginning of the leave (rounded to the nearest 1/100 hour). Contact the Benefits Unit of the Human Resources Department for more information.

### 12. Leave Sharing Bank

In spring 1990, the State of Colorado approved a Leave Sharing Program for all classified staff employees. The University, with the assistance of the Classified Personnel Council, has developed a Leave Sharing Program for Colorado State's classified staff and recently updated the program in accordance with new law and University policy. The enhanced program recognizes the employee's absence from work need not necessarily be due to medical incapacity, but may be caused by an "unforeseeable life-altering event beyond the employee's control" such as catastrophic illness or injury, or economic hardship due to such an event. You may reference the University's Leave Sharing Program Policy for State Classified Personnel on the [Office of Policy and Compliance](#) website for complete program details (eligibility exceptions, program definitions, hour usage applicable to each qualifying reason and the program application process).

Employees may contribute annual leave in blocks of 4 hours (4 hour minimum) to the Leave Bank. Please note that it is time (hours/days) that is being donated, not the dollars represented by the time. No donations can be made in excess of available annual leave for the donating employees.

In addition, employees may make direct contributions to an individual. However, donations should not be made until his/her application has been approved. Once contributions are made, they cannot be refunded. Contributions are strictly voluntary and are kept confidential.

Complete information on the program and leave sharing application requirements and forms are available in the Benefits Unit of the Human Resources Department.



### 13. Prolonged Illness

An employee unable to perform required duties as a result of illness or injury should contact the Benefits Unit of the Human Resources Department for information on filing a claim for Short-Term Disability. An employee unable to return to work who has used all sick, annual, and short-term disability leave, and who has exhausted his/her entitlement to Family Medical Leave is either placed on leave without pay or is administratively discharged for physical inability. Human Resources makes the final decision regarding leave without pay or termination. When a certified employee has been administratively separated for physical inability and subsequently recovers, he/she has reinstatement privileges.

An employee with a disability as defined by the Americans with Disabilities Act (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.

### **Administrative Suspensions**

Employees who are charged with a felony or other offense involving moral turpitude may be suspended, without pay, indefinitely pending the outcome of a trial and any appeal. Such suspensions require the approval of the Executive Director and Chief Human Resource Officer or Associate Director of the Human Resources Department.

1. An employee convicted of a felony or other offense involving moral turpitude shall not be compensated for the time lost during the suspension and may be dismissed. The word "convicted" refers to a finding after trial, a plea of guilty, or a plea of nolo contendere. If the board or hearing officer reverses a dismissal but finds valid justification for the imposition of disciplinary action, a suspension may be substituted for a period of time up to the time of the decision.
2. Any employee who is not convicted nor has the charges dismissed prior to trial, shall be restored to the position and granted full pay and service credit for the period of suspension.
3. A conviction is not final if the employee appeals unless the conviction is affirmed by the appellate courts of the jurisdiction in which the employee is tried.

### **Corrective and Disciplinary Actions**

An employee may only be corrected or disciplined once for a single incident but may be corrected or disciplined for each additional act of the same nature. In cases where disciplinary action may be justified, departments should not administer corrective actions without the approval of the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Corrective actions are administered by the department and include written warnings, reprimands and censures which are primarily intended to correct and improve an employee's job performance or behavior. Corrective actions do not adversely affect the employee's current pay, status or tenure.

Corrective actions, in addition to being in writing, must indicate to the employee the nature of the offense, the corrective actions the employee should take, the time allotted to make the correction, and the consequences the employee will face if the employee fails to follow corrective instructions. The employee must be informed that they may submit a written explanation to be attached to each copy of the corrective action; the employee must be informed of the grievance procedures. A copy of each corrective action must be forwarded to the Executive Director and Chief Human Resource Officer of the Human Resources Department for inclusion in the employee's personnel file. Supervisors considering a corrective action should consult with the Human Resources Department.

Disciplinary actions are only administered by the Executive Director and Chief Human Resource Officer of the Human Resources Department or her/his designee and include suspension, demotion, dismissal, adjustment of pay to a lower level within or below the assigned pay range for a specified period, and any other action affecting the current pay, current status or tenure of an employee. Under State Personnel Rules, disciplinary actions may be imposed for:

1. Failure to perform competently.
2. Willful misconduct (willful violation of State rules or law or rules of the University or employing department).
3. False statements of fact during the application process.
4. Willful failure to perform duties assigned, including failure to plan or evaluate performance in a timely manner, or inability to perform.
5. Final conviction of a felony or other offense including moral turpitude.
6. Conviction shall include a plea of nolo contendere.

The Executive Director and Chief Human Resource Officer of the Human Resources Department should be contacted immediately whenever a department feels that a state classified employee has been performing at an unsatisfactory level or has violated the law or the rules of the State, University or department to such an extent that disciplinary action is justified. State Personnel Rules provide that employees must be given the opportunity to refute charges or to explain any mitigating circumstances to the Executive Director and Chief Human Resource Officer of the Human Resources Department or his/her designee before any formal disciplinary action is imposed.

### **Grievance and Appeal Process**

The University encourages employees to act to resolve disagreements or misunderstandings which may arise in the course of employment. If it is not possible to resolve concerns through informal discussion among the individuals involved, the employee may choose to pursue resolution through the appropriate grievance/appeal procedure. An employee filing a grievance must provide a copy of the original complaint and all subsequent materials filed throughout the grievance process to the Executive Director and Chief Human Resource Officer of the Human Resources Department. The employee's department must also submit all responses at each step of the grievance to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Employees who are denied the opportunity to process a grievance or appeal in accordance with the procedure or who are threatened or subjected to duress as a result of processing a grievance should notify the Executive Director and Chief Human Resource Officer of the Human Resources Department in writing. The Executive Director and Chief Human Resource Officer shall ensure that the appropriate steps are taken to address the employee's complaint.

Situations involving complaints of discrimination, sexual harassment should be brought to the attention of the Office of Equal Opportunity.

### **Grievance Process**

A formal grievance may be initiated by an employee who is aggrieved by any action, not otherwise appealable, which relates to his/her working conditions or relationships or to agency policies, rules or regulations. Grievances include, but are not limited to, such matters as performance evaluations, corrective actions, employee/supervisor relationships, duty assignments not affecting job classification, shift and job location assignments, hours worked, working facilities and conditions, policies for granting leave, health and safety issues, and similar matters. A grievance cannot include any issue pertaining to the sharing of annual leave by state employees. Employees have the right to be represented by a person of their choosing at any step in the process. Once a decision is rendered through the final step of the grievance process an employee may petition the State Personnel Board for a discretionary review.

The Employee Relations Manager shall advise both parties on matters relating to the interpretations of applicable rules or policies; shall attend each scheduled conference as a resource person and/or facilitator if so requested by either party; and shall mediate disagreements concerning time limits, requests for time extensions, the determination of the effect of prearranged or emergency absences from campus on the specified time limits or other procedural matters relating to the effective resolution of grievances. If an opinion provided by the Employee Relations Manager concerns matters related to the administration of the State Personnel Board rules, the employee is entitled to have the opinion reviewed by the Executive Director of the State Department of Personnel or the State Personnel Board under one of the appeal options identified in this section.

Employees and applicants shall be informed of their rights to seek review through grievance, including the time limits in which such right or option must be exercised, and the official to whom correspondence should be directed. The agency official who gives notice of any corrective action shall be responsible for conveying such information together with the written action. Notice of right to grieve, given with a corrective action, will be considered sufficient if it contains the following information:

“If you wish to protest this action, you may initiate the grievance process. To do so you must request to meet with me for discussion of the situation (step 1) within ten calendar days of your receipt of this corrective action. If you are dissatisfied with the results of this discussion and wish to continue with the grievance process, you must put your grievance in writing and present it to (name of second step official) (step 2) within five working days after you have received my decision.

Forms and other provisions of the grievance process, which must be closely followed, are available from the Colorado State University Human Resources Department, 555 South Howes Street, Second Floor. Their phone number is (970) 491-MyHR (6947).”

If your grievance alleges discrimination, there is an additional requirement: it must be in writing and mailed or delivered to the State Personnel Board no later than the tenth calendar day after you receive this corrective action. The State Personnel Board is located at 633 17th Street, Suite 1320, Denver, CO 80202.

### Job Evaluation and Examination Action Review Process

Employees who are dissatisfied with job evaluation or examination actions may appeal first to the person rendering the initial decision and then, as a second level, to the Manager of Employment and Classification in the Human Resources. Appeals beyond the second level would be to the Associate Director of Human Resources and then, as a fourth and final University step, to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

After the final University decision, employees whose position has been reallocated to a lower pay grade may appeal to the Executive Director of the State Department of Personnel and Administration within 10 days of notice of final decision.

Employees objecting specifically to the content or conduct of an examination may also appeal to the Executive Director of the Department of Personnel and Administration, but must do so within 10 days from the receipt of the original written notice of the action they object to, and may need therefore, to file an appeal with both the University and the Executive Director of the State Department of Personnel and Administration simultaneously in order to preserve their rights.

### External Appeal Process

1. Matters appealable to the Executive Director of the State Department of Personnel and Administration are disputes resulting from the administration of the state personnel system that are not otherwise directly addressed elsewhere, or matters relating directly to the responsibilities of the Executive Director such as the content or conduct of examinations, individual position classifications decisions resulting in the reallocation to a lower pay grade, or Performance Pay System disputes.



Appeals to the of the Human Resources Department must be filed within 10 calendar days of the action giving rise to the appeal, or knowledge of such action. Matters concerning the job evaluation system, the amount of a performance award under the Colorado Performance Pay Program, leave sharing, personal services contracts, and the annual compensation survey results are not directly appealable.

2. Matters appealable directly to the State Personnel Board which entitle the employee to a full hearing are matters directly affecting a certified employee's current base pay, status or tenure such as disciplinary actions (suspensions, demotions, terminations, etc.). Appeals of this type must be filled within 10 calendar days of the date of the action or the employee's knowledge of such action.
3. Additionally, employees may petition the State Personnel Board for a review of matters not directly appealable to the Board, or other matters relating to the administration of the State Personnel Board's rules within 10 calendar days of the action or knowledge of such action. Full hearings may be granted in these cases based upon the recommendations of a hearings officer after a preliminary review.

### **Personnel Actions and Forms Required**

New hires personnel actions must be initiated by the department through the Personnel/Payroll System for electronic approval. Required forms must be submitted to the Human Resources Department before final approval of an action can be made. Data submitted should be kept current to ensure proper reports and pay.

1. State Classified Biographical and Appointment Data Collection Forms

The State Classified Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection Form is completed by the department and input into the personnel-payroll system for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the personnel-payroll system for approval as well.

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Once information has been entered and verified for accuracy, the department should destroy and discard the form.



### 2. Wwithholding Exemptions

Form W-4, Employee's Withholding Exemption Certificate, must be completed online to determine the Federal and State income tax to be withheld. If this form is not completed, the Payroll Unit is required to withhold tax as if the employee is single with no (or zero) exemptions. The employee should utilize Employee Self-Service to complete the form online. Exemption W-4 certificates are valid for one year only and must be completed by February 15 of each year.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

### 3. Deductions

State classified personnel may authorize payroll deductions for approved voluntary deductions such as insurance, Colorado Combined Campaign, University Club, etc. Employees should contact the Payroll Unit of the Human Resources Department for forms and assistance.

### 4. PERA Member Information Form/PERA Exclusion Form

Employees must complete either the PERA Member Information or PERA Exclusion Form. This form is completed in the employee's home department and forwarded to the Records Unit before final approval of the new hire can be made.

### 5. Direct Deposit Authorization Form

6. The Direct Deposit Authorization form should be completed in Employee Self-Service to indicate the bank to which an employee's pay will be deposited.

### 7. Sick and Annual Leave Report

Departments must submit sick and annual leave balance reports annually to the Human Resources Department. The reporting period is from July 1 through June 30.

### 8. Faculty/Staff Study Privilege Employee Registration Form

An eligible half-time or greater State Classified employee desiring to register for a University course (excluding non-credit Division of Continuing Education ("DCE") courses) under the Study Privilege Program should complete the Study Privilege Request Form and secure appropriate approvals. The form is available from the Human Resources [website](#). When appropriate approvals have been obtained, the form is submitted to the Human Resources Benefits Unit. Additional program features are located in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet available on the HR website.

### 8. Position Description Questionnaire (PDQ)

This form should be completed when a position is to be established or changed. Contact the Human Resources Employment Unit for more information and the PDQ form.

9. Trial Service Appraisal

Current employees who are promoted serve a trial service period in the new classification. Performance for this six-month trial service period should be evaluated on the form sent by the Human Resources Department. Failure to return the trial service form within the specified time period will result in the automatic certification of the employee at the new classification.

10. Employment Eligibility Verification Form (Form I-9)

The I-9 Form must be completed for all employees within three days of commencing work by the home department and forwarded to the Records Unit before final approval of the new hire can be made. When the current work authorization of a foreign national has expired (personnel/payroll System I-9 Expiration Date), the department must stop working the employee and terminate his/her employment unless extended work authorization has been secured by the employee and reported to the University Tax Accounting Office, and a new I-9 form has been completed by the department and forwarded to the Records Unit.

11. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Notice is given to employees during the I-9 process. The form is completed through the electronic system adopted by Human Resources when the I-9 is being completed. Completion of this online Form SSA-1945 is required before final approval of the new hire can be made.

12. State Classified Compensatory Time Agreement

For employees entitled to overtime compensation under the FLSA, acceptance of compensatory time in lieu of overtime payment is a condition of employment at Colorado State University. This form must be completed by all new employees and forwarded to the Records Unit before final approval of the new hire can be made.

13. Performance Planning and Appraisal

The performance of state classified employees must be evaluated annually. Effective January 1, 1990, State law (CRS-24-50-118), requires all supervisors of state classified employees to complete timely performance appraisals on a yearly basis. Failure to do so will result in sanctions against the supervisor. Your department has the planning and appraisal form appropriate for your employees.

14. Hourly Timesheet

The supervisor should record all hours worked by state classified hourly employees on the Hourly Timesheet. This form is also used to record regular state classified excess hours, shift differential and overtime.

15. Colorado State University Time Sheet and Overtime Form (30-5-70)

State fiscal rules require that the individual Time Sheet and Overtime Form be completed for each state classified employee eligible for overtime. Personnel who use time clocks or comply with other detailed time accounting systems which provide required data may be exempted from form 30-5-70 requirements upon department head application to and approval by the Controller or the Vice President for University Operations. For each other employee eligible for overtime, the immediate supervisor should establish and maintain a form at the start of each fiscal year. After close of the fiscal year all forms should be retained by the respective department for five years.

16. Overtime Approval and Recording

Overtime may be authorized either orally or in written form, as designated by each department. Those requiring prior written authorization may utilize the Usage Request and Authorization Certificate of Performance of Overtime (Form 30-1-73). One form is to be completed for each employee, or group of employees, planning to perform overtime. The department head or other authorized individual must sign this form before any overtime work is performed.

In emergency situation, the supervisor may authorize overtime prior to an official request. However, this form shall be filled out and signed by the appropriate supervisor or manager as soon as possible after commencement of the work.

17. Policy on Rights and Responsibilities Related to Creative Works

All employees must complete a Policy on Rights and Responsibilities Related to Creative Works Form as a condition of employment. This form is completed in the employee's home department and forwarded to the Records Unit before final approval of the new hire can be made.

18. Extended Sick Leave

The Extended Sick Leave Request form is used to charge the cost of excess sick leave to the fringe benefits pool. When an employee's 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. Forms should be completed within 30 days of the completion of leave and forms submitted after the end of the fiscal year will not be processed.

19. Supplemental Pay

Supplemental pay which is authorized and earned should be reported to the Executive Director and Chief Human Resource Officer of the Human Resources Department on the Authorization for Supplemental Pay form and the Supplemental Pay Approval form routed and approved electronically. Pre-approval by the Executive Director and Chief Human Resource Officer of the Human Resources Department is required before work is done by state classified personnel.

20. Corrective Action Form

Corrective actions are administered by the department and a copy must be forwarded to the Executive Director and Chief Human Resource Officer of the Human Resources Department for inclusion in the employee's personnel file.

21. Grievance Form

When a formal grievance is initiated by an employee who is aggrieved by an action, not otherwise appealable, related to his/her working conditions or relationships, or to the agency policies, rules or regulations, a copy of the grievance must be forwarded to the of the Human Resources Department.



## Section 4: Non-Student Hourly Employees

### **Employment Policy**

It is University policy that non-student hourly employment be restricted to those individuals employed to meet unexpected workloads or other short-term situations.

Non-student hourly employment is limited to nine months in any twelve month period; a four month employment break is required prior to beginning a new nine month period. This is a per employee limit and all time worked for the University, whether for one department or several, is counted toward the allowance. Departments will be notified by the Human Resources Department as non-student hourly employees approach their employment limits. Under state law, a supervisor who allows non-student hourly employment to exceed the above statutory limits may be held personally liable for the payment of wages due for work performed in excess of the prescribed limits.

Students regularly enrolled in a Colorado junior high or high school or any institution of higher education are granted exemption from the above provisions, provided that verification of student status is submitted to the Human Resources Department for each school term (for higher education enrollment) or each year (for junior high or high school enrollment).

Since departments may directly hire non-student hourly employees it is essential that department personnel fully comply with the University's nondiscrimination policy and the employment of minors provisions outlined in Section 1 of the [Human Resources Manual](#).

### **Compensation of Non-Student Hourly Employees**

1. Hourly employees appointed to state classified job classifications must be paid at the minimum hourly rate of the pay grade assigned to the job classification.
2. Hourly employees appointed to administrative-professional classifications (008XXX-009XXX) are paid at the hourly rate assigned by the employing department on the appointing Non-Student Hourly Initial Employment Form.
3. Hourly employees may not be appointed as professor (007420), associate professor (007450), assistant professor (007480), graduate assistant (009980), post doctoral fellow (009990), veterinary intern (009940), clinical psychology intern (009930), veterinary resident (009950), graduate research assistant predoc (009980), fellowship grant trainee postdoctoral (009992) or student (999XXX) classifications.

### **Leaves and Other Benefits**

Non-student hourly employees are not eligible for benefits or for paid time off such as vacation, sick leave or paid holidays. They are covered, however, by Workers' Compensation and Unemployment Insurance, and, except for PERA retirees, must enroll in the PERA retirement plan.

### **Payments to Non-Student Hourly Employees**

1. Hourly pay rates for non-student hourly employees appointed to state classified job classifications are listed in the University's compensation plan (see Appendix 7) of the Human Resources Manual).
2. Non-student hourly employees are paid biweekly in accordance with the schedule in Appendix 2 of the [Human Resources Manual](#).



3. Non-student hourly employees are normally eligible for overtime pay. Refer to Section 1 of the [Human Resources Manual](#) for a complete discussion of overtime.
4. Non-student hourly employees are not eligible for compensatory time, shift differential or call back pay.

## **Data Forms Required**

Forms must be promptly submitted to establish the individual on the files of the personnel and payroll system. Data submitted should be kept current to ensure proper reports and pay.

1. Non-Student Hourly Initial Employment Form

The Non Student Hourly Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection Form is completed by the department and input into the personnel-payroll system for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the personnel-payroll system for approval as well.

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Once information has been entered and verified for accuracy, the department should destroy and discard the form.

2. Direct Deposit Authorization Form

The Direct Deposit Authorization form should be completed in Employee Self-Service to indicate the bank to which an employee's pay will be deposited.

3. Withholding Exemptions

Form W-4, the Employee's Withholding Exemption Certificate, designates the rate at which Federal and State income taxes will be withheld from an employee's pay. Exemption W-4 certificates are valid for one year only and must be completed by February 15 of each year.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

4. Hourly Timesheet

The supervisor should record all hours worked on the Hourly Timesheet.

5. Overtime Approval and Recording

Overtime (over 40 hours of work per week) must be approved in advance by an authorized individual on the Overtime Usage Request and Authorization Certificate of Performance of Overtime (Form FR 30-1-73).

6. Employment Eligibility Verification Form (Form I-9)

The I-9 Form must be completed within three days of commencing work.

7. PERA Member Information Form/PERA Exclusion Form

Employees must complete either the Member Information Form or the PERA Exclusion Form, as appropriate.

8. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Notice is given to employees during the I-9 process. The form is completed through the electronic system adopted by Human Resources when the I-9 is being completed. Completion of this online Form SSA-1945 is required before final approval of the new hire can be made







## Section 5: Student Employees

### Definition of a Student Employee

An eligible student employee is described as an undergraduate or graduate, admitted for enrollment as a regular certificate/degree-seeking student at Colorado State University, carrying at least one Registrar's credit per term during the academic year. The student must be registered by the census date for each term. (GUEST students are not eligible). The student must be able to demonstrate eligibility to work by completing Form I-9.

Graduate students who are "continuously registered" or undergrads who are on Planned Leave may be employed as student employees, but are subject to withholdings for the Student Employee Retirement Plan (Refer to Section 1 of the [Human Resources Manual](#)).

Continuous Registration must be completed before the census date for both fall and spring terms in order for the graduate student to be employed as a student employee. The application for Planned Leave – Undergraduates must be submitted no later than 12:00 pm the Thursday prior to the start of classes each term. During the summer, students are not required to register for credits if they were registered the prior spring and are registered for the coming fall or are admitted for fall.

### Employment Policy and Eligibility

Eligibility to participate in the Colorado State University Student Employment Program is established annually, based on a student meeting the eligibility requirements. If a student no longer meets eligibility requirements, that student must stop working immediately.

Students must be:

- Admitted to a degree-seeking program (cannot be GUEST or INTO) at CSU – Fort Collins.
  - School of Public Health Graduate students are considered degree seeking at CSU and can work on student hourly assignments (not work-study as their financial aid is not awarded directly by CSU).
  - Teacher Licensure are also considered degree seeking for student employment purposes, as they can have financial aid/work-study per Title IV regulation (they can be both student hourly and work-study).
- Authorized to work in the United States
  - International Students – On-campus employment
    - **F-1 Student Visa:** May be employed on a limited basis (not to exceed 20 hours per week during the academic year) provided that working does not have a negative effect on their academic work.
    - **J-1 Exchange Student Visa:** May be employed on a limited basis provided they have the approval of their sponsor.
  - International Students – Off-campus Employment
    - International students at CSU with employment eligibility questions, should contact [International Student Services](#), Laurel Hall, Fort Collins, CO 80523, Phone: (970) 491-5917
    - Please note that CSU is **not able** to employ a non-US citizen working in their home country (please contact HR for additional information).
- Maintaining [Satisfactory Academic Progress](#) if on work-study
- At least half-time for work-study (6 credits undergraduate and 5 credits graduate) and enrolled in at least one credit for student hourly positions
  - Students can be enrolled in Planned Leave and remain a student hourly as long as they plan to attend again the following semester.
- Awarded a work-study award to work in a work-study job



**Remote Hires:** Student employees can work remotely. However, the employer must still have a way of monitoring the student's performance during remote work to make sure the student is actually working, and to make sure the student is still doing quality work.

If an employee does not meet the eligibility requirements stated above, he or she must be hired as an employee type other than a student, such as: non-student hourly, state classified or administrative professional.

Since departments may directly hire student employees, it is essential that department personnel fully comply with the University's nondiscrimination policy outlined in Section 1 of the [Human Resources Manual](#). Please note that student employees are at-will employees. If a department has a student employee sign an employment contract, they may be negating a student's at-will status; employment contracts for students are not advised and exceed departmental authority. If an employer wishes to have student employees sign an employment contract, they must contact the Office of the General Counsel.

## **Types of Student Employment**

There are three (3) types of student employment at Colorado State University that have different eligibility requirements and various funding sources. Regardless of the type of employment, or working on or off-campus, all student employees are part-time employees; hired and working under applicable federal and state labor laws, as well as CSU policies.

### **1. Need-Based Work-Study**

Need-based work-study is awarded to degree-seeking students, enrolled at least half-time, based upon documentation of financial need and the availability of funds. Students must first have completed a [Free Application for Federal Student Aid](#) (FAFSA) to determine their eligibility (additional documentation may be requested). If eligible, students may receive need-based work-study as part of their financial aid awards package; if not, students may request consideration for an award by completing the "Request Work-Study" option on their RAMweb early May.

#### **Funding sources include:**

- State of Colorado Work-Study Program
  - Colorado work-study is only available to qualifying undergraduate (seeking their first bachelor's) Colorado residents.
  - State work-study recipients are funded seventy percent by the Colorado Commission on Higher Education and thirty percent from the University employer.
  - State work-study students whose match is being paid out of federal funds or projects need to be identified when hired.
- Federal Work-Study Program
  - Federal work-study is available to qualifying undergraduate and graduate resident and non-resident students.
  - As part of the Federal Work-Study Program, students have the option to participate in Community Service Work-Study, which provides opportunities for students to work in local community service or governmental agencies off-campus, or as Literacy/Math Tutors in local elementary schools.
  - Federal work-study recipients are funded seventy percent by the Department of Education and thirty percent by the University employer.

### **2. No-Need Work-Study**

The no-need work-study program (formerly referred to as Merit work-study prior to the 2017-2018 academic year) provides degree-seeking students, enrolled at least half-time, without financial need, an opportunity to be employed in work-study jobs. No-need work-study is applied for via the "Request Work-Study" application on a student's RAMweb, beginning in early May for the following academic year; applications may take up to 2 weeks to be reviewed. The type of work-study a student will receive is determined by fund requirements and availability. Funds are limited, and not all students will be eligible; thus, not all applications will result in an award.

**Types include:**

- Colorado No-Need Work-Study - Colorado no-need work-study is available to undergraduate, Colorado residents.
- Institutional No-Need Work-Study - Institutional no-need work-study is available to undergraduate and graduate, domestic and international, resident and non-resident students.

**“Renewing” Work-Study**

Students that complete a Free Application for Federal Student Aid (FAFSA), and had a paid work-study award (of any kind) in the previous year, should be packaged with a work-study award for the next academic year (providing funding is still available at the time of packaging, and they meet eligibility requirements). Students that are FAFSA filers should be checking their CSU email and RAMweb to make sure they do not have any outstanding requirements that could hold the packaging of financial aid. Students that are non-FAFSA filers with a paid work-study award from the previous year should have their work-study “renewed” for the next (based on funding and providing they meet eligibility requirements).

**Additional Work-Study Information**

- Work-study is not a grant or guaranteed award; the student must work, with an approved employer, to earn the funds.
- Work-study earnings will be issued on a year-end W2, and for those students filing taxes, these earnings must be reported on federal and state income tax returns.
- Work-study awards typically range from \$1,600 to \$4,000 per academic year.
  - Increases to need-based work-study can be requested to the Office of Financial Aid ([OFAPay@colostate.edu](mailto:OFAPay@colostate.edu)) if the student has met, or is close to meeting their semester award. The student should contact the Office of Financial Aid to determine eligibility and fund availability.
- A student can only be employed at one (1) work-study job at a time.
- Hiring departments should confirm that the student has a valid work-study award; the student is able to show proof of the award through their RAMweb.
- Employing departments and the student should monitor work-study earnings to ensure earnings do not exceed the work-study academic year limit. Once a student’s limit is exceeded, the employer will be charged a hundred percent for all earnings. Work-study funds cannot be used to pay overtime.
- Work-study students may not earn more than fifty percent of their academic award before the spring semester starts.
- Work-study students cannot work during their scheduled class time.
- Reinstating a declined work-study award is contingent on availability of funds.

**Summer Work-Study**

The summer work-study program supports employment opportunities for students with financial need to work in critical-need areas of the University and earn wages to help with educational expenses. The summer work-study program is extremely limited in funding and thus limited to ONLY critical-need areas as defined by an area “facilitating individual student enrollment and retention”; examples include: Admissions, Registrar, Office of Financial Aid, Access Center, Advocacy Offices, Academic Advancement, CASA, Women’s Programs, Resources for Disabled Students and HR/Payroll. The Office of Financial Aid will email departments, who meet the critical-need definition, in mid/late March for their summer work-study position eligibility and with the policy/procedure.

- Summer is considered a header to the academic year and eligible students must show financial need (via the FAFSA), be eligible for Federal Student Aid, and plan on being enrolled at least half-time for the next fall semester. Eligibility will be determined by the Office of Financial Aid and be part of the summer work-study procedure provided to eligible departments.

**3. Campus Student Hourly**

Campus student hourly positions are available to Colorado State University students throughout campus. Any qualifying undergraduate or graduate student who is enrolled in at least one (1) credit and admitted to a degree-seeking program is eligible to work in a campus hourly employment position.

**Volunteer vs Employee:** Under the Fair Labor Standards Act (FLSA), when an employer-employee relationship exists, and the employee is engaged in work that is subject to the FLSA, the employee must be paid at least the Federal minimum wage (in Colorado, the state minimum wage rate trumps the Federal minimum wage rate). Additionally, an individual shall not be considered a volunteer if the individual is

otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer; the phrase “same type of services” means similar or identical services.

### **Payroll**

Student employees are paid bi-weekly; pay period schedules can be viewed at the [HR Payroll Processing Scheduling](#) page. Direct deposit to the students’ checking or savings account is required for all new employees. Pay advices are available online, for all university employees, through the university’s [Administrative Applications and Resources](#) (AAR) page; employees should select the Employee Self-Service option. Additional information regarding payroll can be found on the [Human Resource Services Payroll](#) website.

### **Documenting Hours**

Time clock hours must be submitted when due, in order for the student to be paid. An accurate daily record of actual time worked must be maintained. At the end of the pay period, the employee and the supervisor must certify total hours worked by approving time clock hours. It is the student’s responsibility to ensure the time is completed accurately and in a timely manner. If the time clock hours are not submitted correctly and approved, the student will not be paid on time; late time entry and approval will result in late pay.

**TimeClock Plus:** Colorado State University utilizes TimeClock Plus for timesheets for both non-student and student hourly employees.

**Timesheets:** Employers need to keep student timesheets for 7 years, unless the time was paid on a grant fund, then it should be retained 6 years after the end of the award.

**Breaks/Meals:** Break or meal periods for students employed at Colorado State University are not mandatory. It is recommended that employers implement a policy for best practice, allowing breaks and/or meals as necessary. The length and frequency of such periods are up to employer’s discretion. Generally, a break period (10-20 minutes) is paid and taken on the premises; a meal period (30 minutes or more) is unpaid, if uninterrupted and duty free.

**Training/Meetings:** Student employees must be paid for any time required of them to work by their employer. Required attendance at trainings, meetings, seminars, lectures and educational programs are all treated as compensable unless **ALL** of the following **four** conditions are met:

- Attendance is outside of the employee’s regular working hours.
- Attendance is completely voluntary.
- The course, lecture, meeting, or activity is not directly related to the employee’s job.
- The employee does not perform any productive work during such attendance.

**Exceptions:** Student government officers (ASCSU) are not subject to the State’s employment rate and hours rules, but must maintain authorizations for payment and back up for payment including applicable time sheets, sales records, etc.

**Overtime/Comp, Differential and Call Back Time:** Students will generally be compensated at the rate of time-and-a-half for any overtime (more than 40 hours/week). **Work-study students are not eligible for overtime.** Student employees are not eligible for compensatory time and not eligible for shift differential or call back pay.

### **Performance**

**Performance Evaluations:** After the student is given an initial orientation and training, it is important to assess the student’s understanding and performance of the position. This evaluation will also help determine whether the orientation and training provided were sufficient to clearly communicate and demonstrate the expectations.

Students should at a minimum receive a formal, written evaluation at least once per year; though at the end of each semester would be a best practice. Evaluation forms for this purpose are available on the Student

Career Center on the [Employer Resources Page](#). Departments may choose to use their own evaluation format, as long as it sufficiently addresses the same minimum evaluation components as the evaluation form.

Supervisors should complete a written evaluation of the student's performance at the following time intervals:

- Within 30 days of hire (informal with documentation or formal evaluation form)
- At the time of any pay increases and/or promotions (written)
- After one year of employment (formal, written)
- At the time the position is terminated (written)

All written evaluations (formal or informal) should be sent to the Office of Financial Aid to become part of the student's employment file, which is covered under the Federal Rights and Privacy Act (FERPA). Records should be kept for 7 years. Additional information on Evaluations and Record retention can be found on the Employer Resources page of the Career Center's website.

### **SERP/Medicare**

The Student Employment Retirement Plan is a state-mandated plan in lieu of Social Security for all higher education students. A 403(b) retirement savings account will be established in the student's name at [TIAA](#) for contributions made to the SERP. The contribution amounts assessed against wages are 7.5% for the SERP and 1.45% for Medicare.

Participation in the SERP/Medicare is mandatory if students **do not meet** one of the following conditions for exemption:

During summer semesters:

- **Undergraduate and graduate students** must be officially admitted as degree-seeking students and enrolled at least half-time (3 credits for summer) for a summer term running concurrently with a student's work schedule.

During fall and spring semesters:

- **Undergraduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (6 credits).
- **Graduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (5 credits).

### **Benefits**

Work-study employees are not eligible for benefits, nor for time off (paid or unpaid) such as vacation, sick leave or paid holidays. Per the Affordable Care Act (ACA), student hourly employees may be eligible for Health Benefits (see below). Possible exceptions may also apply for jury duty and medical leave. Student employees are not entitled to State Unemployment Insurance through Colorado State University but are covered under Workers' Compensation. Additional information can be found in the [Student Employment Handbook](#).

### **Affordable Care Act (ACA)**

In compliance with health care reform regulations, beginning January 1, 2015, Human Resources performs a variable-hour employee calculation to determine whether an employee (student, non-student hourly, graduate student) has met the 30-hour weekly average, over the course of a 12-month measurement period. If the employee has met the criteria to gain eligibility for the University's self-funded employee medical plans, the student employee will be notified of eligibility by email. **The information in the email requires the student to take action, whether electing medical coverage or declining coverage, by a specific deadline.**

Employees (variable hour students, non-student hourly and graduate students) at CSU have the ability to obtain medical coverage through different sources. These sources can include: maintaining coverage up to age 26 on a parent's employer sponsored plan, purchasing individual coverage, maintaining enrollment in the Student Health Plan administered by CSU Health Network (premiums are not refundable and cannot be prorated and the graduate student health contribution cannot be applied towards the University's employee medical plan), or by purchasing a policy through the ACA Marketplace Exchange (eligibility criteria is specific to each referenced plan).

### **Student Employee Responsibilities**

**Student Conduct Code and Alcohol and Drug Policy:** All students must abide by the [Colorado State University Student Conduct Code](#), which includes [Prohibited Conduct](#) by individuals. Violations of this code may impact a student's employment with on or off-campus employers.



# Section 5: Student Employees

In addition to the Student Conduct Code, student employees must also abide by the [CSU Policy: Alcohol and Drugs](#), specifically relating to Section 7 – Employment Conditions Relating to Drugs and Alcohol (on-campus employees), and Section 8- Drug and Alcohol Impairment under the Student Conduct Code (on and off-campus employees). Forms and tools are available in this policy to assist with such situations. Off-campus employers should contact Student Employment Services if they have a student that is visually impaired at work (SES Student Employee Drugs/Alcohol at Work Procedures).

**Sexual Harassment Policy:** Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by

Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. For further information, visit the [Office of Equal Opportunity](#).

**Code of Conduct and Professionalism:** Professionalism, confidentiality, positivity, respect, and integrity are all highly valued with the University and Fort Collins community. Thus, student employees are expected to exhibit these values as representatives of the University in the department or partnering community agency/school in which they are working.

## **Students of Concern**

If you have a student employee who is displaying concerning behavior, please contact Student Employment Services with a written description of the situation; including any supporting documentation (copies of text messages, emails, statements from other staff, etc.) to [studentemployment@colostate.edu](mailto:studentemployment@colostate.edu). From there, Student Employment Services will contact necessary parties, which could include Support & Safety Assessment, HR Solutions Partners, HR, Student Resolution Center, CSU Police Department, or any other department deemed appropriate given the situation. If you are concerned about someone's mental health and safety, then please [Tell Someone](#) by calling them at 970-491-1350 or using the link for the [online referral form](#). Please be advised that if you feel the student to be an imminent danger to themselves or others, then immediately contact CSU police by calling 911 or their non-emergency number 970-491-6425.

## **Hiring Process**

### **Job Postings**

The Career Center is committed to fair, legal and non-discriminatory employment practices. Thus, the Career Center requires that all open student employment positions be posted through the Handshake Job Posting Service for a minimum of three days. Students who are admitted to a degree-seeking program for the fall semester and paid their deposit will be able to access Handshake June 1<sup>st</sup>. Students admitted for the spring or summer terms will have access to Handshake the Sunday after they enroll for classes.

**Work-Study Postings:** All students will be able to view both hourly and work-study jobs listed on Handshake. Students must either have a work-study award or be eligible to receive a work-study award before applying for work-study positions. Please contact the Office of Financial Aid for more information about work-study and your eligibility. For information on Handshake, please visit our [Jobs page](#).

**Background Checks:** Background checks are required for all new hires, for returning student employees if a break of more than 12 months, or if moving to a new position with a sensitive condition (or DMV requirement). For additional information on background checks, please visit the Human Resources [website](#).

**Form I-9/SSA 1945 (Equifax):** Upon a successful background check, the Form I-9 and SSA-1945 will need to be completed through Equifax (as of January 1, 2017). Employees will be given a link to complete their Online New Hire Packet and will then complete Section 2 with their employer and original documentation. For more information on this process, please visit the Human Resources [website](#). Please note that Oracle new hire approval requests will be rejected if there is not a completed Form I-9 in Equifax within three business days of the hire (effective) date.

**Work-Study MOU/CR:** All work-study employers must review and sign the Memo of Understanding (MOU) and Compliance Review (CR) each academic year if they wish to employ work-study students. For more information, and to complete this requirement, employers may visit the [Work-Study MOU page](#).

**Oracle Approval Requests:** New hires and assignments may be submitted in Oracle with any given date.



Changes (to existing assignments) in Oracle must occur at the start of a pay period (Saturday after the end of a pay period). If submitting a request for a new work-study hire or new work-study assignment, the student must have a work-study award for that academic year. As mentioned previously, a current MOU & Compliance Review must be on file for that academic year with the employer for a work-study approval to occur. Please also be advised that a change may also need to include going from “suspend” to “active” status. Please also note that all new hire and new assignment requests must have a completed Form I-9 in Equifax to be approved. If any of

the above are not met, then the Approval will be rejected, or additional information will be asked for at the discretion of SES.

### **Terminations**

Students who withdraw from school or fail to register for the minimum number of credits to qualify as a student employee will have active assignments automatically suspended by Student Employment Services. Students who have graduated will have active assignments automatically terminated by Student Employment Services after the conferred degree list is finalized by the Registrar's Office.

Under normal circumstances, it is suggested that the employer or employee give a minimum of two weeks' notice of intent to terminate.

Students with foreign addresses must notify the Payroll tax person in the Human Resource Services Department of their correct addresses before they leave the University.



## Section 6: Graduate Assistant, Graduate Research Assistant PreDoc, Veterinary Resident

### Graduate Assistants

Graduate assistants assist with academic programs and research but are students first and foremost. Assistantships should aid in the orderly progression toward degree goals and not delay or hinder this progression. More complete information on Graduate Assistants is available through the Graduate School.

#### 1. Graduate School Policy

The complete academic policy related to the appointment of graduate assistants is found on the Graduate Assistant Contract and the Graduate and Professional Bulletin. All graduate assistantship appointments include the following conditions:

1. Students must sign a Graduate Assistant Appointment Certification Form (GAAC form) before duties begin.
2. Appointments may be for one-fourth or one-half effort. Half-time assistants have assignments ranging from 26% and 50% and quarter-time assistants have duties covering 25% or less.
3. Receive the minimum monthly stipend as specified in the Graduate and Professional Bulletin.
4. Appointments are approved by the academic Department Head, the College and the Graduate School, with final appointment approval granted by the Provost Office.

#### 2. Leaves and Other Benefits

Graduate assistants are not eligible for paid time off such as vacation or sick leave; however, they are eligible for parental leave. Between semesters, graduate assistants usually concentrate on their research or artistry and associated work. To the extent that the supervising faculty member and the department head concur, graduate assistants may use such periods for leave. Graduate assistants may elect to enroll in the Student Health Insurance Plan and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

##### 1. Parental Leave (new August 16, 2016)

CSU is committed to promoting enhanced work-life integration by providing Parental Leave to Graduate Assistants who are enrolled in a Master's or Ph.D. program. Parental Leave provides time off for new parents to care for and bond with their children while also supporting academic success. Parental Leave provides up to six weeks of paid time off for the Primary Caregiver and up to three weeks for a Non-Primary Caregiver. In this instance, a Primary Caregiver is the one parent who has primary responsibility for the care of a child immediately following the birth or the adoption of the child into the custody, care and control of the parent for the first time.

##### a. Parental Leave Eligibility

An eligible graduate assistant must have been enrolled full-time (nine semester credits) with a minimum .25 FTE assistantship for at least one semester in a graduate degree program at CSU. During the semester when the Leave is requested, the graduate assistant must be appointed with a minimum .25 FTE graduate assistantship and be enrolled in the minimum number of Resident Instruction credits required to hold an assistantship.

An eligible graduate assistant must also continuously be enrolled in the same graduate degree program in which they met the full-time enrollment requirement and be in good academic standing while making satisfactory progress toward completion of their degree.



# Section 6: Graduate Assistant, Graduate Assistant PreDoc, Veterinary Resident

b. Leave Use

Graduate assistants are not considered to be on a leave of absence during Parental Leave. All Leave, for Primary or Non-Primary Caregivers must be used in one continuous block of time.

- **Primary Caregiver:** eligible for up to six weeks of Parental Leave which must be taken within six weeks of the birth or adoption but may not extend past the end of the Graduate Assistant contract term. In the case of a spring birth or adoption, Leave may be taken during the following summer session if the Graduate Assistant is under contract. If a birth or adoption occurs prior to the contract term, any remaining balance of the six-week period may be taken in the next semester (a break may not occur between semesters).
- **Non-Primary Caregiver:** eligible for up to three weeks of Parental Leave. Leave must be taken while under contract in the same academic year, or, in the case of a spring birth or adoption, during the following summer session if the Graduate Assistant is under contract.

3. Compensation

1. No maximum compensation is established.
2. The University sets a minimum monthly stipend. This minimum is determined by the University salary budget and changes from year to year. Assistants with quarter-time appointments must be paid at least one-half of the minimum stipend.
3. During the period covered by the appointment, the base rate will remain constant unless a promotion or change in duty is involved, in which case an assignment change must be submitted through the Oracle Personnel/Payroll System and the reason for the change explained. In cases where compensation is decreased, a new GAAC form must be approved by the Graduate School Vice-Provost.
4. Payments will be made on the last state workday of the month except for the month of June, which is paid on the first working day in July. Payments will be deposited directly in a bank or forwarded to the address indicated on the Earnings Disposition/Address Form.
5. Graduate Assistants are expected to devote full time to assistantship duties and graduate study; however, they may receive additional compensation on a student hourly basis once approved by the involved academic departments.
6. In most all cases stipends for graduate teaching assistants are paid from 13 accounts and research assistants from 53 accounts.

4. Hourly Work and Payment

A graduate assistant may work additional time for hourly pay once approved by the involved departments. If hourly pay is to be received in addition to an assistantship, the individual should also complete the forms and comply with the procedures outlined in Section 5, Student Employees of this manual. Payments for hourly work will be assessed on time submitted bi-weekly and processed through the student employment system. Hourly pay will be made using the regular hourly pay cycle.

## Veterinary Residents

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. Post Doctoral Fellow Veterinary Residents are employees of the University. The appointment type is Post Doctoral Fellow (009990).

## Leaves and Other Benefits

Post doctoral fellows with appointments of less than full-time, but at least half-time (0.5) earn sick leave each fiscal year prorated by the part time fraction of their appointment. Sick leave accrues and expires each fiscal year. No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis.



# Section 6: Graduate Assistant, Graduate Assistant PreDoc, Veterinary Resident

Post doctoral fellows are eligible to enroll in the CSU Benefits Plan (Cost Share) Healthcare program and are eligible for workers compensation insurance and University Holidays.

## **Fellowship Grant Trainees (Pre Doctoral and Post Doctoral)**

Graduate research assistant predoc (GRAPD) are graduate level fellows being paid/sponsored on certain types of Federal training grants and continue to hold the title, fellowship grant trainee pre-doctoral scholar, with the awarding entity (e.g., federal, state, public or private department, unit foundation, etc.). 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. The appointment types are Graduate Research Assistant Predoc (GRAPD) (009980) with the Employee Group "Graduate Assistant" and the Employee Qualifier "GRA Predoc") and Fellowship Grant Trainee Post Doctoral (009992).

Fellowship grant trainees may be appointed for a period of up to 3 years and should be appointed whether or not compensation is paid. If no compensation is involved, only the Graduate Assistant Personnel Action Data Form, clearly marked "No Payment", should be forwarded to the Human Resources Department.

## **Leaves and Other Benefits**

Those Post Doctoral Fellowship Grant Trainees with appointments of less than full-time, but at least half-time (0.5) earn sick leave each fiscal year prorated by the part time fraction of their appointment. Sick leave accrues and expires each fiscal year. No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis. Post Doctoral Fellowship Grant Trainees are eligible to enroll in the CSU Benefits Plan (Cost Share) Healthcare program and are eligible for workers compensation insurance and University Holidays.

## **Personnel Actions and Data Forms Required**

New hire personnel actions are initiated by the department through the Oracle Personnel/Payroll System for electronic approval. Required forms must be submitted to the Human Resources Department before final approval of an action can be made. Data submitted should be kept current to ensure proper reports and pay.

### **1. Graduate Assistant Appointment / Certification form (GAAC form) – Used for Graduate Assistants Only**

This form is printed from the Oracle Personnel/Payroll System for new hires and reappointments once the Personnel Action has been submitted for electronic approval. The form should be signed by the Graduate Assistant and filed with the employing department.

### **2. Initial Employment Forms**

The Graduate Assistant or Other Salaried Employee Appointment Data Form, along with the Biographical Data Collection Form are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Form is completed by the department and input into the personnel-payroll system for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the personnel-payroll system for approval as well.

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Once information has been entered and verified for accuracy, the department should destroy and discard the form.



# Section 6: Graduate Assistant, Graduate Assistant PreDoc, Veterinary Resident

3. Direct Deposit Authorization Form

The Direct Deposit Authorization form should be completed in Employee Self-Service to indicate the bank to which an employee's pay will be deposited.

4. Withholding Exemptions

Form W-4, Employee's Withholding Allowance Certificate, must be completed by an employee to determine the amount of Federal and State income tax to be withheld. Exemption W-4 certificates are valid for one year only and must be completed by February 15<sup>th</sup> of each year.

When an employee is working out of state, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

Individuals should contact their department to obtain this form, included in a packet of forms required to be completed by all new employees. Departments should request the forms from the Payroll Section of the Human Resources Department to have them available for new employees.

5. Employment Eligibility Verification Form I-9.

The I-9 Form must be completed within three days of commencing work.

6. Policy on Rights and Responsibilities Related to Creative Works

Employees must complete a Policy on Rights and Responsibilities Related to Creative Works as a condition of employment.

7. Oath of Allegiance

Employees are required by state law to execute a State Loyalty Oath.





## Section 7: Post Doctoral Fellow, Veterinary & Clinical Psychology Interns

### **Post doctoral Fellows**

Post Doctoral Fellows are usually persons who have recently completed their PH.D. s who are engaged to work primarily on research projects. They are not required to enroll as students and their appointments are intended to last no more than three years. Normally, Post Doctoral Fellows may be appointed for a period of up to three years, and should be appointed whether or not compensation is paid. The appointment type is Post Doctoral Fellow (009990).

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. The appointment types are a Fellowship Grant Trainee Post Doctoral (009992). Post Doctoral Fellow Veterinary Residents are categorized as Post Doctoral Fellows (009990).

### **Veterinary Interns**

Veterinary internships are formalized through the Veterinary Teaching Hospital and the interns are DVMs completing a one year program that results in receipt of a certificate of completion in a specialty area such as small animal medicine or surgery, large animal medicine or surgery or a combination of specialty areas. They are not required to enroll as students, and their appointments are full-time.

Veterinary Interns are one year appointments.

### **Clinical Psychology Interns**

Clinical psychology internships are formalized through the University Counseling Center and the interns are in Counseling or Clinical Psychology. The clinical psychology interns are typically completing the last requirement of their Ph.D. program, the internship, which results in receipt of a certificate of completion. They are not required to enroll as students, and their appointments are full-time.

Clinical psychology interns are one year appointments.

### **Leaves and Other Benefits**

Paid post doctoral fellows, post doctoral fellowship grant trainees, post doctoral fellow veterinary residents, veterinary interns, and clinical psychology interns are not eligible for paid time off such as vacation, however, they shall receive an amount of sick leave equal to that which they are expected to earn during their first year of employment. The sick leave "advance" is earned on a fiscal year basis and does not carry forward. Post doctoral fellows with appointments of less than full-time, but at least half-time (0.5) earn sick leave each fiscal year prorated by the part-time fraction of their appointment. Sick leave accrues and expires each fiscal year. ( Refer to Section 2 of the [Human Resources Manual](#) for sick leave accrual information). They are eligible for benefits and other privileges as outlined in Section 1 of the [Human Resources Manual](#) and are covered by workers compensation and unemployment insurance.

### **Data Forms Required**

Forms must be promptly submitted to establish the individual on the files of the personnel-payroll system. Data submitted should be kept current to ensure proper reports and pay.



# Section 7: Post Doctoral Fellow, Veterinary Intern, Clinical Psychology Intern

1. Other Salaried Employee, Initial Employment Forms – Used for Post Doctoral Fellows, Veterinary Interns and Clinical Psychology Interns

The Other Salaried Employees Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection Form is completed by the department and input into the personnel-payroll system for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the personnel-payroll system for approval as well.

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Once information has been entered and verified for accuracy, the department should destroy and discard the form.

2. Direct Deposit Authorization Form

The Direct Deposit Authorization form should be completed in Employee Self-Service to indicate the bank to which an employee's pay will be deposited.

3. Withholding Exemptions

Form W-4, Employee's Withholding Allowance Certificate, must be completed by an employee to determine the amount of Federal and State income tax to be withheld. Exemption W-4 certificates are valid for one year only and must be completed by February 15<sup>th</sup> of each year.

When an employee is working out of state, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

4. Employment Eligibility Verification Form I-9.

The I-9 Form must be completed within three days of commencing work.

5. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Departments should give the required notice to employees prior to the start of employment and forward the original signed Form SSA-1945 to the Human Resources Record's Unit before final approval of the new hire can be made.

6. Policy on Rights and Responsibilities Related to Creative Works

Employees must complete a Policy on Rights and Responsibilities Related to Creative Works as a condition of employment.

## Section 7: Post Doctoral Fellow, Veterinary Intern, Clinical Psychology Intern

7. Oath of Allegiance

Employees are required by state law to execute a State Loyalty Oath.

8. Retirement Plan Enrollment

All employees must make application for enrollment in a retirement plan. Employees should contact the Human Resources Department for forms and assistance.

9. Faculty/Staff Study Privilege Employee Registration Form

An eligible half-time or greater Post Doctoral Fellow, Veterinary Intern or Clinical Psychology Intern desiring to register for a University course (excluding non-credit courses) under the University's Study Privilege Program should complete the Study Privilege Request Form and secure appropriate approvals. The form is available from the Human Resources [website](#). When appropriate approvals have been obtained, the form is submitted to the Human Resources Benefits Unit. Additional program features are located in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet available on the HR website.

10. Leave/Termination Action Sheet

This form should be completed and forwarded by the department to the Human Resources Department if an employee is leaving the University or department at any time.

