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EMPLOYEE SERVICES

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System Administration Policies & Procedures ^[1]

CU's System Administration Office has its own set of policies and procedures for its employees to follow. Download these documents to learn more:

Work Schedules

- [Alternate Work Schedule Guidelines](#) ^[2]
- [Work-at-Home Procedures](#) ^[3]
- [Work-at-Home Approval Form](#) ^[4]
- [Frequently Asked Questions](#) ^[5]

Background Checks

- [Background Check Policy](#) ^[6]

Workplace Integrity

- [Conflict of Interest and Nepotism in Personnel Matters](#) ^[7]
- [Conflict of Interest and Nepotism Template](#) ^[8]
- [Discrimination and Harassment Policy](#) ^[9]
- [Ethics Point Hot Line](#) ^[10]

Weather

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Terminating Employment

- [Layoff Instructions for Supervisors](#) ^[12]

- [Voluntary Separation Incentive Plan \(VSIP\)](#) [13]

Student Employment

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Patient Protection & Affordable Care Act (ACA)

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Links:

- [1] <http://www.cu.edu/employee-services/system-administration-policies-procedures>
- [2] http://www.cu.edu/sites/default/files/alternate-work-schedules_0.pdf
- [3] <http://www.cu.edu/sites/default/files/work-at-home-faculty-staff.pdf>
- [4] <http://www.cu.edu/sites/default/files/work-at-home-approval.pdf>
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- [6] <http://www.cu.edu/sites/default/files/background-check-policy.pdf>
- [7] <http://www.cu.edu/sites/default/files/conflict-nepotism-personnel.pdf>
- [8] <http://www.cu.edu/sites/default/files/nepotism-template.doc>
- [9] <http://www.cu.edu/sites/default/files/discrimination-harassment-policy.pdf>
- [10] https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=14973
- [11] <http://www.cu.edu/sites/default/files/inclement-weather-policy.pdf>
- [12] <http://www.cu.edu/sites/default/files/layoff-instructions-managers.pdf>
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- [14] <http://www.cu.edu/sites/default/files/student-employment-policy.pdf>
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