Officer and University Staff Handbook [1]

This guide provides links to relevant laws and policies of the CU Regents, administrative policy statements, and other guidelines that apply to or may be of interest to officers and university staff (formerly exempt professionals). The content in this guide supersedes the previous online handbook and paper version of the "Unclassified Handbook," dated 1985.

Disclaimer: The information in the Officers and University Staff Handbook is provided for the convenience of members of the University of Colorado community. Although these policies and statements cover a wide variety of subjects, there are other important policies and procedures that should be consulted as the need arises. This resource guide cannot and is not intended to address all circumstances related to officers and university staff, nor is this information intended to constitute an express or implied contract of employment with the University of Colorado.

Policies and procedures are regularly in the process of review and revision. The University of Colorado expressly reserves the right to amend its policies and procedures on occasion as it determines changes to be in the best interest of the university. Such amendments, as well as any new policies deemed to be in the university’s best interest, will be effective as of the date of their enactment unless the action itself specifies a different effective date.

The University

1. Role and Mission
   ○ Mission and Guiding Principles of the University of Colorado [2]
   ○ Statutory Role and Mission [3]

2. Governance and Organization
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   ○ Shared Governance
     ■ Regent Law, Article 6: Staff [5]
     ■ Regent Policy, 2.E: Faculty, Staff and Student Advisors to the Board of Regents [6]

3. Officers
   ○ Regent Law, Article 3, Part A: Definitions of Officers and University Staff [7]
   ○ Regent Policy, 3.J: Definitions of University Employees who are Exempt from the State Personnel System
4. University Staff
   ○ Statutory Provisions for Exemptions from the State Personnel System
   ○ Regent Law, Article 3, Part A: Definitions of Officers and University Staff
   ○ APS: Exemptions from the State Personnel System

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1. Appointment Authority
   ○ Regent Law, Article 2.A.4(B): Regent Power Regarding Appointments
   ○ Regent Law, Article 3.B.(1)(G): President?s Power Regarding Appointments
   ○ Regent Law, Article 3, Part C: Appointments, General Guidelines
   ○ Regent Policy 2-K: Personnel Authority for Employees Exempt from the State Personnel System
   ○ APS: Delegation of Personnel Authority for Employees Exempt from the State Personnel System

2. Search Procedures
   ○ Regent Policy 3-E: Searches for Administrators and Guidelines for the Appointment of Chief Officers of the University

3. Conditions of Appointment
   ○ Regent Law, Article 3 Part B: Officers and University Staff ? Responsibilities
   ○ Regent Policy 3-G: Appointments and Evaluations of Officers and University Staff
   ○ APS: Letters of Offer for Officers and University Staff
   ○ CRS 24-19-104

4. Appointment Procedures
   ○ Regent Policy 11-A: Compensation
   ○ Regent Policy 2K: Personnel Authority for Employees Exempt from the State Personnel System
   ○ APS: Letters of Offer for Officers and University Staff
   ○ APS: Delegation of Personnel Authority
   ○ APS: Background Checks

5. Interim Appointments
   ○ APS: Acting and Interim Appointments for Officer and Exempt Professional Positions

6. Related Faculty Appointment Policies
   ○ Regent Policy 3-I: Compensation for Administrative Officers Returning to Any Faculty Positions
   ○ Regent Policy 5-L (G): Title Prefixes
   ○ Regent Policy 3-G (E): Officers and University Staff Holding Regular Faculty Appointments

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Regent Policy 3-G: Appointments and Evaluations of Officers and University Staff [14]
APS: Performance Ratings for Faculty, Officers, and University Staff [24]

2. Performance Ratings
APS: Performance Ratings for Faculty, Officers, and University Staff [24]

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3. Employment Assistance for Dual Career Couples
4. Non-Discrimination
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   Regent Policy 10-M: Non-Discrimination - Commitment to Needs of Persons with Disabilities [29]
5. Sexual Harassment
   APS: Sexual Harassment Policy and Procedures [31]
6. Amorous Relationships Involving Evaluative Authority
   APS: Conflict of Interest in Cases of Amorous Relationships [32]

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   Regent Law, Article 11: Compensation, Benefits, and other Personnel Matters (subsections 11.B.2(A) and 11.B.3) [22]
   Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]
2. Administrative Leave
   Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]
   APS: Paid Administrative Leave for Officers, University Staff and Faculty on 12-Month Appointments [34]
   CRS 23-5-123-2-b [35]
3. Court and Jury Leave
   Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]
4. Educational Leave
5. Family and Medical Leave
   ○ Consistent with the provisions of the Family and Medical Leave Act of 1993 (FMLA), CU provides eligible individuals with family and medical leave for certain family and medical reasons. For further information contact the campus department of human resources.

6. Funeral Leave
   ○ Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]

7. Holidays
   ○ Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]

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   ○ Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]

9. Leave without Pay
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    ○ Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [33]

11. Parental Leave
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1. Guidelines
   ○ Regent Law, Article 11, Part A: Compensation, Benefits, and other Personnel Matters - Salaries [22]

2. Salary Plan for Officers and University Staff
   ○ Regent Policy 11-C: Compensation - Officers and University Staff Salary [38]

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   ○ APS: Conflict of Interest and Commitment [42]
   ○ APS: Officer Disclosure of Interests [43]
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   ○ APS: Use of Electronic Mail [44]
4. Intellectual Property, Discovery and Patents
   ○ Regent Policy 5-J: Intellectual Property on Discoveries and Patents for their Protection and Commercialization [45]
   ○ Regent Policy 5-K: Intellectual Property that is Educational Materials [46]
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6. Personnel Files
   ○ APS: Retention of University Records [50]
7. Political Participation by Members of the University Community
   ○ Regent Policy 3-B: Officers and University Staff - Conflict of Interest-University Community [61]
   ○ Regent Policy 5-F: Faculty - Faculty Leave of Absence While Candidate for or Serving in Public Office [52]
   ○ Regent Policy 10-l: Non-Discrimination - Political Participation of University Community [53]
   ○ APS: Federal Lobbying [54]
8. Professional Conduct
   ○ Regent Law, Article 3, Part E: Officers and University Staff - Professional Conduct [7]

Fiscal

1. Fiscal Authority and Responsibility
University Property, Facilities and Work Environment

1. Commercial Seal
   - Regent Law, Article 14.A.1: Property and Facilities - Property - Official Seal [22]

2. Employee Responsibility for University Property
   - APS: Fiscal Code of Ethics [56]

3. Smoke-Free Environment
   - "RESOLVED that the Board of Regents requests that the chancellors proceed without delay to put in place such rules as will accomplish the sense of existing laws and orders; to wit, that every public place in the University is to be a non-smoking area in which smoking is to be permitted only in those well-defined areas identified as such by conspicuous marking. In accomplishing this purpose, the chancellors will remind building and office managers that students, faculty and staff are entitled to smoke-free environments." Source: Regent Action 4/17/86

4. Use of University Facilities
   - Regent Law, Article 14.B.2 and B.3: Property and Facilities [22]

5. Use of University's Name in Advertising
   - Regent Law, Article 14.B: Property and Facilities [22]

6. Weapons Control
   - Regent Policy 14.l: Property and Facilities - Weapon Control [63]

Groups audience:
Employee Services

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