

## **Officer and University Staff Handbook** <sup>[1]</sup>

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](#) <sup>[2]</sup>
- [Statutory Role and Mission](#) <sup>[3]</sup>

#### 2. Governance and Organization

- [Board of Regents](#) <sup>[4]</sup>
- Shared Governance
  - Regent Law, Article 6: [Staff](#) <sup>[5]</sup>
  - Regent Policy, 2.E: [Faculty, Staff and Student Advisors to the Board of Regents](#) <sup>[6]</sup>

#### 3. Officers

- Regent Law, Article 3, Part A: [Definitions of Officers and University Staff](#) <sup>[7]</sup>
- Regent Policy, 3.J: [Definitions of University Employees who are Exempt from the State Personnel System](#) <sup>[8]</sup>

#### 4. University Staff

- [Statutory Provisions for Exemptions from the State Personnel System](#) <sup>[9]</sup>
- Regent Law, Article 3, Part A: [Definitions of Officers and University Staff](#) <sup>[7]</sup>
- APS: [Exemptions from the State Personnel System](#) <sup>[9]</sup>

## Appointment

1. Appointment Authority
  - Regent Law, Article 2.A.4(B): Regent Power Regarding Appointments [10]
  - Regent Law, Article 3.B.(1)(G): President's Power Regarding Appointments [7]
  - Regent Law, Article 3, Part C: Appointments, General Guidelines [7]
  - Regent Policy 2-K: Personnel Authority for Employees Exempt from the State Personnel System [6]
  - APS: Delegation of Personnel Authority for Employees Exempt from the State Personnel System [11]
2. Search Procedures
  - Regent Policy 3-E: Searches for Administrators and Guidelines for the Appointment of Chief Officers of the University [12]
3. Conditions of Appointment
  - Regent Law, Article 3 Part B: Officers and University Staff – Responsibilities [7]
  - Regent Policy 3-G: Appointments and Evaluations of Officers and University Staff [13]
  - APS: Letters of Offer for Officers and University Staff [14]
  - CRS 24-19-104 [15]
4. Appointment Procedures
  - Regent Policy 11-A: Compensation [16]
  - Regent Policy 2K: Personnel Authority for Employees Exempt from the State Personnel System [6]
  - APS: Letters of Offer for Officers and University Staff [14]
  - APS: Delegation of Personnel Authority [11]
  - APS: Background Checks [17]
5. Interim Appointments
  - APS: Acting and Interim Appointments for Officer and Exempt Professional Positions [18]
6. Related Faculty Appointment Policies
  - Regent Policy 3-I: Compensation for Administrative Officers Returning to Any Faculty Positions [19]
  - Regent Policy 5-L (G): Title Prefixes [20]
  - Regent Policy 3-G (E): Officers and University Staff Holding Regular Faculty Appointments [13]
7. End of Employment
  - Regent Law, Article 3.B.1(G)(2): Responsibilities [7]

## Evaluations

1. Evaluations
  - Regent Laws, Article 11.A.3: Annual Performance Evaluation [21]
  - Regents Laws, Article 3.D: Officers and University Staff – Evaluations [7]
  - Regent Policy 11-F (1): Compensation - Non-Salary Benefits [22]
  - Regent Policy 3-G: Appointments and Evaluations of Officers and University Staff [13]
  - APS: Performance Ratings for Faculty, Officers, and University Staff [23]
- 2.

## Performance Ratings

- Regent Policy 11-F (1): Compensation – Non-Salary Benefits [22]
- APS: Performance Ratings for Faculty, Officers, and University Staff [23]

## University Employment

1. Conflict of Interest and Nepotism
  - Regent Policy 10-J: Non-Discrimination - Nepotism in Employment [24]
  - APS: Nepotism in Employment [25]
2. Diversity
  - Regent Policy 10-P: Non-Discrimination - Diversity [26]
3. Employment Assistance for Dual Career Couples
  - Regent Policy 10-O: Non-Discrimination - Providing Employment Assistance to Members of Dual Career Couples [27]
4. Non-Discrimination
  - Regent Law, Article 10: Non-Discrimination [21]
  - Regent Policy 10-M: Non-Discrimination - Commitment to Needs of Persons with Disabilities [28]
  - APS: Equal Employment Opportunity and Affirmative Action [29]
5. Sexual Harassment
  - APS: Sexual Harassment Policy and Procedures [30]
6. Amorous Relationships Involving Evaluative Authority
  - APS: Conflict of Interest in Cases of Amorous Relationships [31]

## Leave

1. General Policy
  - Regent Law, Article 11: Compensation, Benefits, and other Personnel Matters (subsections 11.B.2(A) and 11.B.3) [21]
  - Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]
2. Administrative Leave
  - Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]
  - APS: Paid Administrative Leave for Officers, University Staff and Faculty on 12-Month Appointments [33]
  - CRS 23-5-123-2-b [34]
3. Court and Jury Leave
  - Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]
4. Educational Leave
  - Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]
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 [32]

## 7. Holidays

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 8. Leave for Job-Related Illness and Injuries

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 9. Leave without Pay

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 10. Military Leave

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 11. Parental Leave

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]
- APS: Parental Leave for Faculty, Officers, and University Staff [35]

## 12. Sick Leave

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 13. Vacation Leave

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 14. Verification of and Recording Leave

- Regent Policy 11-E: Compensation - Leave Policies for Officers, University Staff and Faculty [32]

## 15. Victim Protection Leave

- CRS 24-34-402.7 [36]

## Salary

### 1. Guidelines

- Regent Law, Article 11, Part A: Compensation, Benefits, and other Personnel Matters - Salaries [21]

### 2. Salary Plan for Officers and University Staff

- Regent Policy 11-C: Compensation - Officers and University Staff Salary [37]

### 3. Exemptions from the Federal Fair Labor Standards (FLSA)

- APS: Letters of Offer for Officers and University Staff [14]

### 4. Compensation Upon Returning to Faculty Positions

- Regent Policy 3-I: Officers and University Staff - Compensation for Administrative Officers Returning to AY Faculty Positions [19]

### 5. Payroll Procedures

- Employee Services [38]
- CRS 24-50-104-8-a-I-2004 [39]

### 6. Retirement, Insurance and Other Benefits

- University of Colorado Benefits Website [40]

## Professional Rights and Responsibilities

1. Conflict of Interest and Conflict of Commitment
  - APS: Conflict of Interest and Commitment [6]
  - APS: Officer Disclosure of Interests [41]
  - Regent Policy 3-B: Officers and University Staff - Conflict of Interest - University Community [7]
2. Defense and Indemnification of University of Colorado Employees
  - Regent Policy 13-D: Business and Finance - Defense and Indemnification of University of Colorado Employees [21]
3. Electronic Mail
  - APS: Use of Electronic Mail [42]
4. Intellectual Property, Discovery and Patents
  - Regent Policy 5-J: Intellectual Property on Discoveries and Patents for their Protection and Commercialization [43]
  - Regent Policy 5-K: Intellectual Property that is Educational Materials [44]
  - APS: Intellectual Property on Discoveries and Patents for their Protection and Commercialization [45]
  - APS: Intellectual Property that is Educational Materials [46]
5. Membership on Boards of External Corporations
  - Regent Policy 3-C: Officers and University Staff - Outside Consulting and Service on External Boards [47]
6. Personnel Files
  - APS: Retention of University Records [48]
7. Political Participation by Members of the University Community
  - Regent Policy 3-B: Officers and University Staff - Conflict of Interest-University Community [49]
  - Regent Policy 5-F: Faculty - Faculty Leave of Absence While Candidate for or Serving in Public Office [50]
  - Regent Policy 10-I: Non-Discrimination - Political Participation of University Community [51]
  - APS: Federal Lobbying [52]
8. Professional Conduct
  - Regent Law, Article 3, Part E: Officers and University Staff - Professional Conduct [7]

## Fiscal

1. Fiscal Authority and Responsibility
  - Regent Law, Article 13.B and C: Business Finance [21]
  - APS: Fiscal Roles and Responsibilities [53]
  - APS: Fiscal Code of Ethics [54]
  - APS: Fiscal Certification [55]
2. Fiscal Misconduct
  - Regent Policy 13-E: Business and Finance - Fiscal Misconduct [56]
  - APS: Fiscal Misconduct Reporting [57]
- 3.

## Expense Allowances and Business Expenses

- Procurement Services Center Procedures [58]

## 4. Moving Expenses

- Employee Services Procedures Guide [59]

# University Property, Facilities and Work Environment

## 1. Commercial Seal

- Regent Law, Article 14.A.1: Property and Facilities - Property - Official Seal [21]
- Regent Policy 14.A: Property and Facilities - Use of University Seal [60]

## 2. Employee Responsibility for University Property

- APS: Fiscal Code of Ethics [54]

## 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 [21]

## 5. Use of University's Name in Advertising

- Regent Law, Article 14.B: Property and Facilities [21]

## 6. Weapons Control

- Regent Policy 14.I: Property and Facilities - Weapon Control [61]

## Groups audience:

Employee Services

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**Source URL:** <https://www.cu.edu/employee-services/officer-and-university-staff-handbook>

## Links

[1] <https://www.cu.edu/employee-services/officer-and-university-staff-handbook>

[2] <https://www.cu.edu/employee-services/mission-and-guiding-principles-university-colorado>

[3] <http://www.lexisnexis.com/hottopics/michie/>

[4] <https://www.cu.edu/node/377>

[5] <https://www.cu.edu/regents/law/6>

[6] <https://www.cu.edu/regents/policy/2>

[7] <https://www.cu.edu/regents/law/3>

[8] <https://www.cu.edu/regents/policy-3j-definitions-university-employees-who-are-exempt-state-personnel-system>

[9] <https://www.cu.edu/ope/aps/5022>

[10] <https://www.cu.edu/regents/law/2>

[11] <https://www.cu.edu/ope/aps/5020>

[12] <https://www.cu.edu/regents/policy-3e-searches-administrators-and-guidelines-appointment-chief-officers-university>

[13] <https://www.cu.edu/regents/policy/3>

[14] <https://www.cu.edu/ope/aps/5023>

[15]

[http://web.lexisnexis.com/research/retrieve?\\_m=a79a04fe9615428c16a69abe2260c504&csvc=lt&cform=bzSkAW&\\_md5=844b026aec5c63ba73ec1dcbfb502139](http://web.lexisnexis.com/research/retrieve?_m=a79a04fe9615428c16a69abe2260c504&csvc=lt&cform=bzSkAW&_md5=844b026aec5c63ba73ec1dcbfb502139)

[16] <https://www.cu.edu/regents/policy/6>

[17] <https://www.cu.edu/ope/aps/5050>  
[18] <https://www.cu.edu/ope/aps/5013>  
[19] <https://www.cu.edu/regents/policy-3i-compensation-administrative-officers-returning-any-faculty-positions>  
[20] <https://www.cu.edu/regents/policy-5l-policy-approved-faculty-titles>  
[21] <https://www.cu.edu/regents/regent-laws>  
[22] <https://www.cu.edu/regents/policy-11f-benefits>  
[23] <https://www.cu.edu/ope/aps/5009>  
[24] <https://www.cu.edu/regents/policy-10j-nepotism-and-university-employment>  
[25] <https://www.cu.edu/ope/aps/5003>  
[26] <https://www.cu.edu/regents/policy-10p-diversity>  
[27] <https://www.cu.edu/regents/policy-10o-providing-employment-assistance-members-dual-career-couples>  
[28] <https://www.cu.edu/regents/policy-10m-commitment-needs-persons-disabilities>  
[29] <https://www.cu.edu/ope/aps/5001>  
[30] <https://www.cu.edu/ope/aps/5014>  
[31] <https://www.cu.edu/ope/aps/5015>  
[32] <https://www.cu.edu/regents/policy-11e-leave-policies-university-staff-and-twelve-month-faculty>  
[33] <https://www.cu.edu/ope/aps/5021>  
[34] [http://web.lexisnexis.com/research/retrieve?\\_m=8217799636041c9410c71ae18e578790&csvc=lt&cform=bzSkAW&\\_md5=45a0b595c447ad015c70371327f82094](http://web.lexisnexis.com/research/retrieve?_m=8217799636041c9410c71ae18e578790&csvc=lt&cform=bzSkAW&_md5=45a0b595c447ad015c70371327f82094)  
[35] <https://www.cu.edu/ope/aps/5019>  
[36] [http://web.lexisnexis.com/research/retrieve?\\_m=a3cf40c9e11c363512e1e256a9aba078&csvc=lt&cform=bzSkAW&\\_md5=29bb8d8e96fe666c3a354c4d93bc67e5](http://web.lexisnexis.com/research/retrieve?_m=a3cf40c9e11c363512e1e256a9aba078&csvc=lt&cform=bzSkAW&_md5=29bb8d8e96fe666c3a354c4d93bc67e5)  
[37] <https://www.cu.edu/regents/policy-11c-university-staff-salary>  
[38] <https://www.cu.edu/employee-services>  
[39] [http://web.lexisnexis.com/research/retrieve?\\_m=68fc750bec56d61337026b919b8150d&csvc=lt&cform=bzSkAW&\\_md5=5d3453031b252e84b2eba5744fdbb87a](http://web.lexisnexis.com/research/retrieve?_m=68fc750bec56d61337026b919b8150d&csvc=lt&cform=bzSkAW&_md5=5d3453031b252e84b2eba5744fdbb87a)  
[40] <https://www.cu.edu/employee-services/benefits-wellness>  
[41] <https://www.cu.edu/ope/aps/4013>  
[42] <https://www.cu.edu/ope/aps/6002>  
[43] <https://www.cu.edu/regents/policy-5j-intellectual-property-policy-discoveries-and-patents-their-protection-and>  
[44] <https://www.cu.edu/regents/policy-5k-policy-intellectual-property-educational-material>  
[45] <https://www.cu.edu/ope/aps/1013>  
[46] <https://www.cu.edu/ope/aps/1014>  
[47] <https://www.cu.edu/regents/policy-3c-outside-consulting-and-service-external-boards>  
[48] <https://www.cu.edu/ope/aps/2006>  
[49] <https://www.cu.edu/regents/policy-3b-conflict-interest-university-staff>  
[50] <https://www.cu.edu/regents/policy-5f-faculty-leave-absence-while-candidate-or-serving-public-office>  
[51] <https://www.cu.edu/regents/policy-10i-political-participation-university-community>  
[52] <https://www.cu.edu/ope/aps/2004>  
[53] <https://www.cu.edu/ope/aps/4014>  
[54] <https://www.cu.edu/ope/aps/4016>  
[55] <https://www.cu.edu/ope/aps/4022>  
[56] <https://www.cu.edu/regents/policy/13E>  
[57] <https://www.cu.edu/ope/aps/4012>  
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[59] <https://www.cu.edu/employee-services/employee-services-procedures-guide>  
[60] <https://www.cu.edu/regents/policy-14a-use-university-seal>  
[61] <https://www.cu.edu/regents/policy-14i-weapons-control>