### New Faculty Getting-Started Check List

**NOTES:**
1. A printable campus map is available in the right-hand menu here: [http://inside.mines.edu/Parking](http://inside.mines.edu/Parking).
2. Numbers 1-7 are things most new employees will need to do and are numbered in roughly the order that they can be done. You may need to do the other items depending on your campus roles.

<table>
<thead>
<tr>
<th>#</th>
<th>WHAT</th>
<th>WHY</th>
<th>HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>CWID - Campus Wide ID number</td>
<td>Needed for managing employee information, record keeping, etc.</td>
<td>Assigned by Human Resources (HR)/Academic Affairs and distributed to new faculty in the Welcome Packet or by HR.</td>
</tr>
<tr>
<td>1b</td>
<td>USERNAME &amp; MULTIPASS</td>
<td>Most major campus computer systems will use your Mines MultiPass login credentials.</td>
<td>Made available by Computing, Communications, and Information Technologies (CCIT). To claim your MultiPass account, visit <a href="https://identity.mines.edu">https://identity.mines.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MultiPass will give you access to Windows and Linux computer labs around campus, to the Trailhead campus portal, to email (Exchange for faculty/staff; Google-based MyMail for students), and more.</td>
<td>General information about activating your account can be found at <a href="http://ccit.mines.edu/CCIT-Getting-Started">http://ccit.mines.edu/CCIT-Getting-Started</a>.</td>
</tr>
</tbody>
</table>
| 1c | ONLINE SERVICES:                          | - Trailhead gives access to various resources for employees and students.                               | Trailhead campus portal: [http://trailhead.mines.edu](http://trailhead.mines.edu)  
Exchange email (faculty/staff): [http://exchange.mines.edu](http://exchange.mines.edu)  
MyMail (students): [http://mymail.mines.edu](http://mymail.mines.edu)  
Note: After claiming your MultiPass, these services will be available. **Wait 5 minutes,** however, before first accessing Trailhead. |
|    | Trailhead Campus Portal                   |                                                                                                          |  
Email                                                                                                                                                                                               |
|    | Email                                     |                                                                                                          | Setting up your MultiPass credentials will allow you to log into your Mines computer account.                                                                                                 |
|    | Windows computer labs                     |                                                                                                          |  
Linux computer labs                                                                                                                                                                                |
| 1d | EMAIL                                     | Required means of campus communication. This needs to be established after your online accounts are set up. | (A) You MUST meet with Human Resources (HR) staff in Guggenheim Hall (GH), Suite 110 on your first day of employment;  
(B) Submit forms (I-9, W4, BlasterCard form, etc.). You MUST bring appropriate original form(s) of identification for proof of employment eligibility, such as social security card and driver’s license or passport (for more details, see Section 2, Item 1 at [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)).  
**NOTE:** The New Employee Information Packet is also available on-line at [http://inside.mines.edu/New_Employee_Information](http://inside.mines.edu/New_Employee_Information). |
| 2a | NEW HIRE PAPERWORK                        | Forms submission is REQUIRED to get paid.                                                                | (A) You MUST meet with Human Resources (HR) staff in Guggenheim Hall (GH), Suite 110 on your first day of employment;  
(B) Submit forms (I-9, W4, BlasterCard form, etc.). You MUST bring appropriate original form(s) of identification for proof of employment eligibility, such as social security card and driver’s license or passport (for more details, see Section 2, Item 1 at [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)).  
**NOTE:** The New Employee Information Packet is also available on-line at [http://inside.mines.edu/New_Employee_Information](http://inside.mines.edu/New_Employee_Information). |
<p>| 2b | BlasterCard - Campus ID card              | Used for electronic key access, library material checkout, campus debit card (dining, Munch Money).      | Take BlasterCard form from HR to the Campus Living office Elm Hall (1795 Elm St.-west entrance).                                                                                                    |
| 2c | GET PAID                                  | Direct deposit is required for all State employees. Provide a voided check or a direct deposit authorization form from your banking institution. | Complete the <a href="http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Direct%20Deposit%20Enrollment%20Form%202012_2014.doc">Direct Deposit Form</a>. Turn all the documents in with your new hire packet. |
| 2d | VACATION/SICK LEAVE REPORTING             | Leave reporting. Only applies to benefits-eligible employees.                                            | Access via Trailhead/Self Service. Access to your Vacation/Sick Leave account is available after the first of the month following your first paycheck.                                             |
| 3  | PARKING PERMIT &amp; LOT ASSIGNMENT           | Don’t get ticketed or towed. All vehicles parked on campus (including campus street parking) must be registered with Parking Services. | Go to <a href="http://inside.mines.edu/Parking">http://inside.mines.edu/Parking</a> to choose your price and request a permit. Monthly payroll deduction is required. Non-remunerated employees must pay in full at the Parking Services office with receipt of permit. <strong>NOTE:</strong> You cannot apply for parking online until the day after your Trailhead account is activated. |</p>
<table>
<thead>
<tr>
<th></th>
<th>New Faculty Getting-Started Check List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>OFFICE ASSIGNMENT</strong></td>
<td>A place to work.</td>
</tr>
<tr>
<td></td>
<td><strong>PHONE &amp; PHONE #</strong></td>
<td>Make &amp; receive calls.</td>
</tr>
<tr>
<td></td>
<td><strong>KEYS/PHYSICAL ACCESS</strong></td>
<td>Open the office or get in before/after regular business hours.</td>
</tr>
<tr>
<td></td>
<td><strong>MINES CAMPUS EMERGENCY ALERTS SETUP</strong></td>
<td>Set your Mines Emergency Alert phone number and/or text address so that you can be contacted in the case of a campus emergency.</td>
</tr>
</tbody>
</table>
|   | **CAMPUSEDAIL EMAIL LISTS** | Some campus email lists are mandatory based on your campus role; other lists are optional based on your interests. | For information about campus email lists see [http://ccit.mines.edu/Mailman-Common-Lists](http://ccit.mines.edu/Mailman-Common-Lists). [Campus email lists are managed/supported by CCIT.]
|   | **BLACKBOARD ACCOUNT & COURSES** | Blackboard is a web-based course management system that can help faculty organize and deliver course material, administer tests/quizzes, and support some management details of running a class. *This service does NOT use your MultiPass.* | Accounts are created automatically the day after your email account is created. To login for the first time, use the "Forgot Your Password?" link on the Blackboard Login Page [http://blackboard.mines.edu/](http://blackboard.mines.edu/). Training information is available at [http://inside.mines.edu/HR-training-bb](http://inside.mines.edu/HR-training-bb). Request creation of Blackboard Course(s) at [http://ccit.mines.edu/blackboard/courserequest.shtml](http://ccit.mines.edu/blackboard/courserequest.shtml). |
|   | **SSB/FINANCIAL ACCOUNTS ACCESS** | For those who manage financial accounts, such as departmental or research lab accounts, or who receive professional development or discretionary funds; access is through Trailhead/Self Service. | Submit Banner General Access Form to CCIT (CTLM) and Banner Finance Access Form to the Controller’s office (GH, Room 224) (requires Account Codes & signatures). **NOTE:** Forms & training information are available at [http://inside.mines.edu/FA-CO-banner-finance-info](http://inside.mines.edu/FA-CO-banner-finance-info) or by calling the Controller’s office at x3166. |
|   | **SSB/FACULTY SERVICES ACCESS** | Administrative office access to student records; access is through Trailhead/Self Service. | Submit Banner General Access Form to CCIT; submit Banner Student System Access form & FERPA form to the Registrar’s Office (Student Center, Room 018). Access Faculty Services through the Self Service icon in Trailhead. **NOTE:** Forms are available at [http://inside.mines.edu/Mines_Forms](http://inside.mines.edu/Mines_Forms) under “Banner Forms” & training information is available at [http://inside.mines.edu/HR-training-bb](http://inside.mines.edu/HR-training-bb). |
|   | **COMPUTER/NETWORK/WIRELESS SETUP, DEPARTMENTAL COMPUTER ACCOUNT, OFFICE, AND/OR RESEARCH LAB** | Most desktops & laptops on campus are maintained by CCIT and data is stored on & backed up from managed servers. However, no backup system is foolproof. Please make extra copies of all your own data. Personally owned PC maintenance & data stored thereon is entirely the responsibility of the owner/user. | Links to learn more about getting started with your computer setup & computer security are at [http://inside.mines.edu/CCIT-Getting-Started](http://inside.mines.edu/CCIT-Getting-Started) and [http://ccit.mines.edu/CCIT-NET-Getting-Connected](http://ccit.mines.edu/CCIT-NET-Getting-Connected). Please submit questions to [http://helpdesk.mines.edu](http://helpdesk.mines.edu). |
New Staff Getting-Started Check List

NOTES: (1) A printable campus map is available in the right-hand menu here: http://inside.mines.edu/Parking.
(2) Numbers 1-9 are things most new employees will need to do & are numbered in roughly the order that they can be done. You may need to do the other items depending on your campus roles.

<table>
<thead>
<tr>
<th></th>
<th>WHAT</th>
<th>WHY</th>
<th>HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a.</td>
<td>NEW HIRE PAPERWORK</td>
<td>Forms submission is REQUIRED for CWID creation and getting paid.</td>
<td>(A) You MUST meet with Human Resources (HR) staff in Guggenheim Hall (GH), Suite 110 on your first day of employment; (B) Submit forms (I-9, W4, BlasterCard form, etc.). You MUST bring appropriate original form(s) of identification for proof of employment eligibility, such as social security card and driver’s license or passport (for more details, see Section 2, Item 1 at <a href="http://www.uscis.gov/files/form/i-9.pdf">http://www.uscis.gov/files/form/i-9.pdf</a>). NOTE: The New Employee Information Packet is also available on-line at <a href="http://inside.mines.edu/New_Employee_Information">http://inside.mines.edu/New_Employee_Information</a>.</td>
</tr>
<tr>
<td>1b.</td>
<td>CWID - Campus Wide ID number</td>
<td>Needed for managing employee information, record keeping, etc.</td>
<td>Assigned by Human Resources (HR); distributed to new staff by HR.</td>
</tr>
<tr>
<td>1c.</td>
<td>BLASTERCARD - Campus ID</td>
<td>Used for electronic key access, library material checkout, campus debit card (e.g. dining, Munch Money).</td>
<td>Take BlasterCard form from HR to the Campus Living office in Elm Hall (1795 Elm St. - west entrance).</td>
</tr>
<tr>
<td>1d.</td>
<td>GET PAID</td>
<td>Direct deposit is required for all State employees. Provide a voided check or a direct deposit authorization form from your banking institution.</td>
<td>Complete the Direct Deposit Form – found in your new-hire packet or at: <a href="http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Direct%20Deposit%20Enrollment%20Form%202012_2014.doc">http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Direct%20Deposit%20Enrollment%20Form%202012_2014.doc</a>. Turn all the documents in with your new hire packet.</td>
</tr>
<tr>
<td>1e.</td>
<td>VACATION/SICK LEAVE REPORTING</td>
<td>Leave reporting. Only applies to benefits-eligible employees.</td>
<td>Access via Trailhead/Self Service. Access to your Vacation/Sick Leave account is available after the first of the month following your first paycheck.</td>
</tr>
<tr>
<td>2.</td>
<td>OFFICE ASSIGNMENT</td>
<td>A place to work.</td>
<td>See your department assistant.</td>
</tr>
<tr>
<td>3.</td>
<td>PHONE &amp; PHONE #</td>
<td>Make &amp; receive calls.</td>
<td>See your department assistant who can arrange with CCIT.</td>
</tr>
<tr>
<td>4.</td>
<td>KEYS/PHYSICAL ACCESS</td>
<td>Open the office or get in before/after regular business hours.</td>
<td>Key or BlasterCard access to most buildings is issued by the Lock Shop in Facilities Management (1318 Maple Street). Bring your BlasterCard and a typed and signed Access Request form (located at <a href="http://inside.mines.edu/Access">http://inside.mines.edu/Access</a>) from your department. Access to the Student Life areas &amp; CTLM are granted at the Campus Living office (1795 Elm St.) and the CTLM, Room 244, respectively.</td>
</tr>
<tr>
<td>5.</td>
<td>USERNAME &amp; MULTIPASS (Computing Accounts)</td>
<td>Most major campus computer systems will use your Mines MultiPass credentials. The MultiPass will give you access to Windows and Linux computer labs around campus, to the Trailhead campus portal, and to email (Exchange for faculty/staff; Google-based MyMail for students).</td>
<td>Made available by Computing, Communications, and Information Technologies (CCIT). To claim your MultiPass account, visit <a href="https://identity.mines.edu">https://identity.mines.edu</a>. General information about activating your account can be found at <a href="http://ccit.mines.edu/CCIT-Account-Claim">http://ccit.mines.edu/CCIT-Account-Claim</a>. For more information about getting started with computing at Mines: <a href="http://ccit.mines.edu/CCIT-Getting-Started">http://ccit.mines.edu/CCIT-Getting-Started</a>.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>ONLINE SERVICES:</strong> Trailhead Campus Portal Email Windows computer labs Linux computer labs</td>
<td>- Trailhead gives access to various resources for employees and students. - All these services may be accessed with your new MultiPass credentials.</td>
<td>Trailhead campus portal: <a href="http://trailhead.mines.edu">http://trailhead.mines.edu</a> Exchange email (faculty/staff): <a href="http://exchange.mines.edu">http://exchange.mines.edu</a> MyNote (students): <a href="http://mynote.mines.edu">http://mynote.mines.edu</a> Note: After claiming your MultiPass, these services will be available. <strong>Wait 5 minutes,</strong> however, before first accessing Trailhead.</td>
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<td>7.</td>
<td><strong>EMAIL</strong></td>
<td><strong>Required</strong> means of campus communication. This needs to be established after your online accounts are set up.</td>
<td>Setting up your MultiPass credentials will allow you to log into your Mines computer account.</td>
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<td>8.</td>
<td><strong>PARKING PERMIT &amp; LOT ASSIGNMENT</strong></td>
<td>Don’t get ticketed or towed. All vehicles parked on campus (including campus street parking) <strong>must</strong> be registered with Parking Services.</td>
<td>Go to <a href="http://inside.mines.edu/Parking">http://inside.mines.edu/Parking</a> to choose your price &amp; request a permit. Monthly payroll deduction is required. Non-remunerated employees must pay in full at the Parking Services office with receipt of permit. <strong>NOTE:</strong> You cannot apply for parking online until the day <strong>after</strong> your Trailhead account is activated.</td>
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<td>Setting your Mines Emergency Alert is done via Trailhead. See <a href="http://inside.mines.edu/Mines_Emergency_Alert">http://inside.mines.edu/Mines_Emergency_Alert</a>.</td>
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<td>10.</td>
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<td>For information about campus email lists see <a href="http://ccit.mines.edu/Mailman-Common-Lists">http://ccit.mines.edu/Mailman-Common-Lists</a>. [Campus email lists are managed/supported by CCIT.]</td>
</tr>
<tr>
<td>11.</td>
<td><strong>SSB/FINANCIAL ACCOUNTS ACCESS</strong></td>
<td>For those who manage financial accounts, such as departmental or research lab accounts, or who receive professional development or discretionary funds; access is through Trailhead/Self Service.</td>
<td>Submit Banner General Access Form to CCIT (CTLM) and Banner Finance Access Form to the Controller’s office (GH, Room 224) (requires Account Codes &amp; signatures). <strong>NOTE:</strong> Forms &amp; training information are available at <a href="http://inside.mines.edu/FA-CO-banner-finance-info">http://inside.mines.edu/FA-CO-banner-finance-info</a> or by calling the Controller’s office at x3166.</td>
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<td>12.</td>
<td><strong>SSB/FACULTY SERVICES ACCESS</strong></td>
<td>Administrative office access to student records; access is through Trailhead/Self Service.</td>
<td>Submit Banner General Access Form to CCIT; submit Banner Student System Access form &amp; FERPA form to the Registrar’s Office (Student Center, Room 018). Access Faculty Services through the Self Service icon in Trailhead. <strong>NOTE:</strong> Forms are available at <a href="http://inside.mines.edu/Mines_Forms">http://inside.mines.edu/Mines_Forms</a> under “Banner Forms” and training information is available at <a href="http://inside.mines.edu/HR-training-bb">http://inside.mines.edu/HR-training-bb</a>.</td>
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<td>13.</td>
<td><strong>COMPUTER/NETWORK/WIRELESS SETUP, DEPARTMENTAL COMPUTER ACCOUNT, OFFICE, AND/OR RESEARCH LAB</strong></td>
<td>Most desktops &amp; laptops on campus are maintained by CCIT and data is stored on and backed up from managed servers. However, no backup system is foolproof. Please make extra copies of all your own data. Personally owned PC maintenance &amp; data stored thereon is entirely the responsibility of the owner/user.</td>
<td>Links to learn more about getting started with your computer setup &amp; computer security are at <a href="http://inside.mines.edu/CCIT-Getting-Started">http://inside.mines.edu/CCIT-Getting-Started</a> and <a href="http://ccit.mines.edu/CCIT-NET-Getting-Connected">http://ccit.mines.edu/CCIT-NET-Getting-Connected</a>. Please submit questions to <a href="http://helpdesk.mines.edu">http://helpdesk.mines.edu</a>.</td>
</tr>
<tr>
<td>14.</td>
<td><strong>BLACKBOARD ACCOUNT &amp; COURSES</strong></td>
<td>Blackboard is a web-based course management system that can help faculty organize and deliver course material, administer tests/quizzes, and support some management details of running a class. <strong>This service does NOT use your MultiPass.</strong></td>
<td>Accounts are created automatically the day after your email account is created. To login for the first time, use the “Forgot Your Password?” link on the Blackboard Login Page <a href="http://blackboard.mines.edu">http://blackboard.mines.edu</a>. Training information is available at <a href="http://inside.mines.edu/HR-training-bb">http://inside.mines.edu/HR-training-bb</a>. Human Resources also uses Blackboard for campus training (e.g. Sexual Harassment Prevention training).</td>
</tr>
</tbody>
</table>
# Employment Eligibility Verification

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

**START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-Discrimination Notice:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Attestation

*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
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<tbody>
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</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States *(See instructions)*
- [ ] A lawful permanent resident *(Alien Registration Number/USCIS Number):___________* Some aliens may write "N/A" in this field. *(See instructions)*
- [ ] An alien authorized to work until *(expiration date, if applicable, mm/dd/yyyy):___________* For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
  1. Alien Registration Number/USCIS Number:___________
  2. Form I-94 Admission Number:___________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

- Foreign Passport Number:___________
- Country of Issuance:___________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

<table>
<thead>
<tr>
<th>Signature of Employee</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Signature of Preparer or Translator</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employer Completes Next Page**
Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Issuing Authority:</td>
</tr>
<tr>
<td>Document Number:</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Issuing Authority:</td>
</tr>
<tr>
<td>Document Number:</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
</tr>
</tbody>
</table>

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy): (See instructions for exemptions.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
<th>HR Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
<td>Employer’s Business or Organization Name</td>
<td>Colorado School of Mines</td>
</tr>
<tr>
<td>City or Town</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

1500 Illinois Street, Golden, CO 80401

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial

B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee’s previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

| Document Title: | Document Number: | Expiration Date (if any) (mm/dd/yyyy): |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

| Signature of Employer or Authorized Representative: | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: |
|---------------------------------------------------|------------------|----------------------------------------|------------------|
|                        | | HR Representative |
LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter’s registration card</td>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
<td></td>
<td>6.</td>
<td>Military dependent’s ID card</td>
<td></td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) The same name as the passport; and</td>
<td></td>
<td>8.</td>
<td>Native American tribal document</td>
<td></td>
<td>5. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td></td>
<td>9.</td>
<td>Driver’s license issued by a Canadian government authority</td>
<td></td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10.</td>
<td>School record or report card</td>
<td></td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.</td>
<td>Day-care or nursery school record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
Colorado School of Mines is an equal employment opportunity employer. In order to comply with EEOC, OFCCP and Affirmative Action regulations, the School is required to compile summary data on the gender and ethnicity of its applicants and incumbent employees.

The information solicited is collected for the sole purpose of providing data to be used for statistical analysis by the Office of Human Resources, maintained in separate files and is not used in the determination of your eligibility for promotion, transfer or tenure. If an employee declines to identify his or her race/ethnicity, Human Resources may use observer identification or personnel records.

Today’s Date: _______________ Department: ____________________________

CWID: ___________________ Name: ________________________________
(Or last 4-digits of SSN)

Gender: □ Female □ Male

**Ethnic Origin:**

□ Not Hispanic or Latino (Spanish Origin)

□ Hispanic or Latino (Spanish Origin) – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Racial Origin**

Please select one or more racial categories:

□ White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

□ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

□ Black or African American – A person having origins in any of the black racial groups of Africa.

□ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

□ Native Hawaiian or Other Pacific Islander - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Colorado School of Mines
Individuals with Disabilities and Covered Veterans
Self-Disclosure Form

Colorado School of Mines is subject to section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, special disabled veterans, Vietnam veterans and all other eligible veterans.

If you have a disability or are a veteran as defined below and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act may be informed. The information provided would be used only in ways that are consistent with Section 503 of the Rehabilitation Act and the Vietnam Era Veteran’s Readjustment Act of 1974, as amended.

| Today's Date: ___________________ | Department: ___________________
| CWID: __________________________ | Name: ________________________
| (Or last 4-digits of SSN)         |
| ☐ Faculty ☐ Staff ☐ Student Employee |

**Individuals with a Disability**

An individual with a disability is defined as any person who: a) has a physical or mental impairment which substantially limits one or more of such person's major life activities; b) has a record of such an impairment; or c) is regarded as having such an impairment. (41 CFR 60-741.42)

Do you consider yourself an individual with a disability? ☐ Yes ☐ No

If you need to request reasonable accommodation(s) or service(s) that would aid you in performing the essential functions of your current position, please contact the Office of Human Resources.

**Veteran Status (Please mark only one of the appropriate boxes):**

☐ **Vietnam Era Veteran** - Are you a person who served on active duty for a period of more than 180 days any part of which occurred between 8/5/64 and 5/7/75 or active duty occurred in the Republic of Vietnam between 2/28/61 and 5/7/75 and was discharged or released there from with other than a dishonorable discharge or a service connected disability?

☐ **Other Protected Veteran** - Are you a person who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era? A veteran qualifies under this criterion ONLY based upon military service IN the identified campaign or expedition and NOT simply based on any military service during the time of the campaign or expedition.

☐ **Newly Separated Veteran** - Are you a Veteran recently separated from service in the last 3 years?

  Date of Separation: ___________________

☐ **Special Disabled Veteran** - Are you a Veteran entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined to have a serious employment disability, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty?

☐ **Disabled Veteran** - Are you (1) a Veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military required pay would be entitled to compensation) under laws administered by the Secretary of Veteran Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability?

☐ **Armed Forces Service Medal Veteran** - Are you (1) a Veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military required pay would be entitled to compensation) under laws administered by the Secretary of Veteran Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability?

☐ I do not wish to provide this information to Colorado School of Mines.
AFFIRMATIVE ACTION STATEMENT

Colorado School of Mines has a moral and legal obligation to foster equality of employment opportunity at the institution and to ensure that no one is discriminatively excluded from its programs or activities because of her/his race, color, religion, sex, national origin, veteran’s status, political affiliation, or disability. All members of the College community are encouraged to comply with the provisions of this Affirmative Action Plan as well as with all federal and state laws prohibiting discrimination in employment and education.

With this thought in mind, all employment-related actions including recruitment, hiring, training, promotion, salary and benefit plans, and terminations are to be administered in a manner established to promote equal employment opportunity. Employment-related decisions shall be made without regard to race, color, religion, sex, national origin, veteran’s status, political affiliation, or disability and shall be based solely on valid, nondiscriminatory criteria and requirements.

Colorado School of Mines will take whatever steps are necessary to prevent unlawful discrimination in its educational, social, and recreational programs and activities.

The Office of Human Resources is responsible for educating the College community in implementing the Affirmative Action Program to monitor institutional practices and procedures; to review and report on the College’s implementation of the Affirmative Action Program defined by this Plan; to recommend measures necessary to ensure compliance with this Plan and federal and state laws; and to mediate, hear, and recommend resolution of complaints of unlawful employment.

You are urged to familiarize yourselves with this Plan and with federal and state laws prohibiting discrimination. All faculty, staff, and students have a responsibility to assure equal employment and educational opportunity for current and future members of the Colorado School of Mines community.
COLORADO SCHOOL OF MINES

Emergency Contact Information

Employee name: __________________________________________

Employee home phone number: __________________ Cell________________

Name of contact person in case of emergency: _________________________

Contact person’s address: __________________________________________
___________________________________________

Contact person’s phone number: home: __________ work:_______________

Relationship to employee: __________________________________________

Names and telephone numbers of persons to contact if primary contact is unavailable:
________________________________________
________________________________________
________________________________________
________________________________________
Campus Colleagues,

Creating an ethical and safe workplace is of the utmost importance to Mines leadership. Mines expects all employees including faculty, staff, graduate teaching and research assistants, and undergraduate student employees to behave in an ethical, responsible way in the discharge of their job responsibilities. Section 6 of the Faculty Handbook, Section I of the State Employees Handbook, and the Student Code of Conduct provide more detailed explanations of these expectations.

We all share the responsibility to create a highly ethical, positive campus environment. This includes the responsibility to SpeakUP when you see or experience misconduct of any kind. The University provides various mechanisms to assist and encourage individuals to come forward in good faith with reports or concerns about suspected misconduct and compliance issues. The Whistleblower Policy provides protection to report without fear of reprisal or retaliation. While partnering with your supervisor or department head to address concerns is best, we understand that there may be times when you feel constrained to do so.

For such situations, we have a phone and internet-based reporting system. This system allows you to use an external report site to make a report. Your concerns can be anonymous if you so direct. Whistleblower reports made to a supervisor or department head are to be forwarded immediately to the Director of Internal Audit upon receipt by the supervisor or other personnel.

The SpeakUP@Mines webpage contains the reporting and contact information and may be found at speakup.mines.edu.

I, the undersigned Colorado School of Mines employee, acknowledge receiving the above information. I understand I am supposed to discharge my responsibilities ethically. My signature below indicates my acknowledgement of this responsibility.

__________________________________________
PRINTED NAME
__________________________________________ ___________________________
EMPLOYEE SIGNATURE DATE
__________________________________________
CWID (if known) & EMPLOYING DEPARTMENT
FERPA
Family Educational Rights and Privacy Act of 1974
Confidential Student Data Agreement

FERPA, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for:

- the right to inspect and review education records
- the right to seek to amend those records
- the right to consent the disclosure of information from the records
- the right to obtain a copy of the school’s Student Records policy

The act applies to all institutions that receive federal funding. Students who are currently enrolled in higher education institutions or formerly enrolled, regardless of age or status with regard to parental dependency, are protected. Deceased students are protected under FERPA as long as they were formerly enrolled. Students who have applied but did not attend an institution are not protected.

The following is a list of those who are entitled to student information.

1. The student and any outside party who has the student’s written consent.
2. School officials who have “legitimate educational interest” as defined in FERPA.
3. Parents of a dependent student as defined by the Internal Revenue Code. CSM assumes all students are independent, and thus requires the front page of the parents’ current Federal tax return to prove that the student is dependent before giving out academic information. This can only be handled at the Registrar’s Office and is only suggested as a last resort when a student is in a serious situation.
4. State or federal agencies for the purpose of obtaining Financial Aid.
5. Accreditation agencies during their on-campus review.
6. A judicial order or subpoena which allows the institution to release records without the student’s consent, however, a “reasonable effort” must be made to notify the student before complying with the order.

Directory Information
The Colorado School of Mines will release the following Directory Information on any student (but not in aggregate lists), unless the student signs a request to limit its release. Students who desire that this information not be printed must so inform the Registrar before the end of the first two weeks of the fall semester for which the student is registered. This “stop of release” will remain in effect until the Registrar’s Office is notified by the student. Notification to remove the stop of release must be made in person or writing by the student, and notarized.

Name
Current and permanent addresses and phone numbers
Date of birth
Major field of study
Dates of attendance
Full or part time status
Degrees awarded and dates
Last school attended
Participation in officially recognized activities and sports
Class (FR, SO, JR, SR, GR)
Academic honors

Parental Access to a Student’s Educational Record
When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents must obtain a signed consent from their child to receive non-directory information. Schedules, attendance, class performance, and grades are among the non-directory protected information and may not be released to parents without student release or proof of IRS requirements.

The Office of the Registrar keeps the consent form on file when completed in the Registrar’s Office. Should a parent contact a CSM faculty/staff member regarding their child, records must first be checked for this authorization prior to releasing any non-directory information.
In the case that the parent wants access to non-directory information, the student is not available to sign the release, and the student is a dependent of the parent according to the IRS code, the parent needs to provide a copy of the first page of the tax forms filed for the most current year with the dependency information included. Income amounts may be blacked out for privacy. This copy must be notarized and provided to the Registrar’s Office. This form must be provided for each year during the student’s enrollment in order for the parent to continue receiving full non-directory information concerning their student.

Posting of Grades and Release of Information by Faculty

• GRADES - The public posting of grades using the student’s name, social security number, student ID number, or any portion thereof, without the student’s written permission is a violation of FERPA. This includes the posting of grades electronically for students taking distance education or Blackboard courses that can be viewed by anyone other than the student and professor of the class.
• Faculty members who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student’s written permission or by using code words or randomly assigned numbers that only the professor and individual student should know.
• Papers with student names and grades on them may not be left in public areas for students to pick up, whether in a classroom setting or in a hallway outside of faculty offices.
• If it is necessary for a faculty member to use a student record as an example in a public University meeting, all identifying information (including name, address, student ID, etc…) must be removed from the documentation before dissemination.
• Notification of grades via postcard violates a student’s privacy rights.
• Notification of grades via e-mail or fax is not recommended. There is minimal guarantee of confidentiality.
• Normal course grades (papers & tests) can be posted and viewed by students in the Blackboard system. Midterm and final grades may be viewed on the student web system.
• RECOMMENDATIONS - If a student requests a recommendation for a prospective employer, scholarship or other reason, you must get a signed release from that student listing exactly what you may share (GPA, attendance, course performance, grades, etc…). The release must also include the name of the company or individual to receive the information. This is permission to release the data only once to the stated third party.

Media Relations

If you are contacted by a member of the print or visual media, refer the requestor to Public Relations. Do not answer any questions about any student, especially if the student has chosen to not release his/her directory information.

The appropriate statement for a student who has chosen to not release directory information is:

“I don’t have any information about that person.”

Even the word ‘student’ in this context could imply that the person is a CSM student.

WHEN IN DOUBT, DON’T GIVE IT OUT!

For specific questions regarding FERPA requirements contact Lara Medley, Registrar, or Anne Walker, Legal Services.

AS A MINES EMPLOYEE, I UNDERSTAND THAT I MAY NOT PROVIDE STUDENT ACADEMIC (NONDIRECTORY) INFORMATION TO ANY THIRD PARTY WITHOUT THE PROPER AUTHORIZATION. I ALSO UNDERSTAND THAT IF THE STUDENT HAS MADE HIS/HER RECORD CONFIDENTIAL, I MAY NOT ACKNOWLEDGE THAT THE PERSON IS A STUDENT AT MINES AND I MAY NOT GIVE OUT DIRECTORY INFORMATION. I MUST RESPOND BY SAYING “I HAVE NO INFORMATION ABOUT THAT PERSON.” IF INFORMATION IS RELEASED WITHOUT AUTHORIZATION, ACTION MAY BE TAKEN THROUGH MY SUPERVISOR AND HUMAN RESOURCES.

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HERIN:

Printed Name _______________________________ Signature _______________________________

Department _______________________________ Date _______________________________
PROCEDURES
WORK-RELATED INJURIES OR ILLNESS

1. If you are injured on the job or experiencing work related illness, you must notify your supervisor immediately. If it is determined that you have a life or limb threatening injury or illness, you should call 911 and/or go to the nearest emergency facility. The nearest emergency facilities to the Colorado School of Mines are:

St Anthony’s Hospital               SCL Health Lutheran Hospital
11600 W. 2nd Place                 8300 W. 38th Avenue
Lakewood, CO 80228                 Wheat Ridge, CO 80033
(720) 321-0000                      (303) 425-4500

If you do not have a life threatening injury you will have a choice of care at either:

1.1. SLC Health Systems (formerly Exempla) Occupational Medicine and Rehabilitation Facilities, or
1.2. Concentra Medical Centers
1.3. Rocky Mountain Medical Group Occupational Medicine

Both SLC Health Systems Occupational Health, Concentra Medical Centers and Rocky Mountain Medical Group have multiple locations and treat patients on a walk-in basis. The closest locations to the Colorado School of Mines are:

Concentra Medical Center  SCL Health Systems Occupational Health
11185 W. 6th Avenue            12790-A W. Alameda Parkway
Lakewood, CO 80215             Lakewood, CO 80228
(303) 239-6060                  (303) 403-6350

SLC Health Systems             Rocky Mountain Medical Group
9830 W. I-70 Frontage Rd S.     605 Parfet St, Ste. 105
Wheat Ridge, CO 80033           Lakewood, CO 80228
(303) 467-4100                  (303) 986-9610 (Urgent Care Only)

Rocky Mountain Medical Group
730 W. Hampden Ave #200         SCL Health Systems Occupational Health
Englewood, CO 80110             12790-A W. Alameda Parkway
(303) 762-0900                  (303) 403-6350

Care from a non-designated provider will not be covered by workers’ compensation and is not covered under CSM or State of Colorado insurance plans. You will also be ineligible for any work related leave benefits as outlined under State of Colorado Personnel Rules or the CSM Faculty Handbook.

Updated 05/2015
2. In non-emergency situations prior to going to a provider you, or your
supervisor, must notify the Human Resources Office at (303) 273-3052 as soon
as possible but no later than four days after the date of injury or illness. We will
request that you come the Human Recourses Office (GH 110 -1500 Illinois ST)
where you will be asked to complete a 1st Report of Injury and will be provided
with treatment authorizations for both SLC Health Systems Occupational Health,
Concentra Medical Centers and Rocky Mountain Medical Group. If you are
unable to file the 1st Report of Injury your supervisor may do it on your behalf.
We ask that you complete your 1st Report of Injury no later than the 1st business
day following your treatment.

3. In the case of a life threatening emergency, please seek treatment
immediately! You should contact the Human Resources Office as soon as
possible after treatment, but no later than four days after the date of the
injury/illness to complete necessary paperwork. Failure to do so may result in
the denial of your claim. Follow-up care must be received from an SCL
Occupational Health clinic, Concentra Medical Center, or Rocky Mountain
Medical Group as noted above.

4. All information regarding processing work-related injuries and illnesses during
your employment with CSM is on file with our medical providers. All charges are
billed directly to Broadspire, the State of Colorado’s workers’ compensation
administrator.

5. **(Applies to Classified Employees ONLY)** If unable to return to work,
employees will be charged sick leave for the first 24 hours. If time off exceeds 24
hours, injury leave will be charged for the remaining time off. Classified Staff are
entitled to 90 occurrences of Injury Leave and “Make-Whole” as outlined in the
State Personnel Rules.

Academic, Administrative, Athletic, Library and Research Faculty should consult
with Human Resources for leave reporting beyond the first 24 hours off due to
work-related injury or illness. Injury leave may last up to 60 days.

Student Employees: Student Employees should consult with the Human
Resources Office regarding benefits.

6. Employees who do not follow the above procedures may be held personally
responsible for any financial obligations incurred; your claim will be filed as a
questionable claim and may be denied.

Updated 05/2015
TO: All CSM Contractual Staff, Classified Staff, Faculty, and Students on CSM Payroll

FROM: Mike Dougherty, Associate Vice President for Human Resources

SUBJECT: Designated Medical Providers for Work-Related Injuries and Illnesses

All employees are required to report all work related injury or illness to their supervisor and the Human Resources Office.

All employees must obtain treatment of work-related injuries and illnesses from:

1. SCL HEALTH SYSTEMS OCCUPATIONAL HEALTH AND REHABILITATION, or
2. CONCENTRA MEDICAL CENTERS
3. ROCKY MOUNTAIN MEDICAL GROUP OCCUPATIONAL MEDICINE

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care must be provided by one of the medical providers designated above.

Employees who do not follow the above procedures may be held personally responsible for any financial obligations incurred; your claim will be filed as a questionable claim and may be denied.

All employees must sign below, acknowledging this policy.

I HAVE RECEIVED, READ, AND AM FULLY AWARE OF THE POLICY AND PROCEDURES REGARDING THE REPORTING OF, AND MEDICAL TREATMENT OF, WORK-RELATED INJURIES AND ILLNESSES.

________________________________________
EMPLOYEE SIGNATURE

________________________________________
PRINT NAME

________________________________________
DEPARTMENT                                               EXT.

________________________________________
DATE

Updated 05/2015
EMPLOYEE ACKNOWLEDGEMENT FORM

Drug-Free Workplace Policy Statement
Alcohol and Other Drugs Education and Prevention Policy

I, the undersigned Colorado School of Mines employee, have read the CSM Drug-Free Workplace Policy Statement (revision March 12, 2013) / Alcohol and Other Drugs Education and Prevention Policy (revision March 12, 2013); and,

1. I understand the policies and my obligations thereunder; and

2. I agree to abide by the terms of the policy statement; and

3. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

________________________________________
EMPLOYEE SIGNATURE

________________________________________
DEPARTMENT

________________________________________
DATE
Colorado School of Mines Certification of Policy and Notice Review

Policy Names:

Work-Related Illness and Injury
Drug-free Workplace Policy Statement
Alcohol and Other Drugs Education and Prevention Policy
Facilities Management Parking Services
Affirmative Action Statement
Electronic Mail Policy 10.13
Employment Communications Policy (issued 10/09/2007)
FERPA Confidential Student Data Agreement
Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence
Unlawful Discrimination Policy
Workplace Violence Policy (issued 10/10/2007)
Personal Relationships Policy 10.4
Policy on the Protection of Minors (issued 04/24/2014)
C-SEAP Privacy Notice
Health Insurance Marketplace Notice
Holiday Schedule

Faculty Handbook (http://inside.mines.edu/POGO-Academic)

State Classified Staff Handbook
(https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20EE%20Handbook_0.pdf)

State Personnel Board Rules (https://www.colorado.gov/pacific/spb/rules)

Board of Trustees Policies (http://inside.mines.edu/POGO-Board-of-Trustees_1)

Human Resources Policies: (http://inside.mines.edu/POGO-Human-Resources)

Classified Staff Grievance Policy:

I hereby certify that I have been provided information on the location of the above policies or that I have received the above policies on the date shown below. I acknowledge that it is my responsibility to read and follow these policies. I understand the rights and responsibilities in each policy and agree to abide by the procedures set forth in the aforementioned policies, as they may be revised from time to time.

Name _____________________________________ Date ___________________

Please Print

Signature

___________________________________________

Rev 6/2015
1.0 BACKGROUND AND PURPOSE

Mines is committed to protecting the health, safety, and well-being of all employees, students, and other individuals in our workplace and campus community. Alcohol abuse and drug use can pose significant health, safety, and well-being concerns within the Mines working and learning environment.

1.1 There are many risks associated with the use of illicit drugs and the abuse of alcohol, including physical and mental impairment, emotional and psychological deterioration, and devastating effects on family, friends, and co-workers. Obvious risks include being charged with driving under the influence, sustaining or causing personal injury, and suffering immediate health risks (hangovers, incapacitation, overdose, convulsions and death). A number of less obvious risks include poor job performance, jeopardizing future career prospects, unwanted and inappropriate sexual activity, slowed reaction times, short-term memory impairment, irritability and depression, and mental confusion. Information about the known effects of alcohol and specific drugs is available from many on-line sources, the Mabel M. Coulter Student Health Center, and the Colorado State Employees Assistance Program (C-SEAP).

1.2 As a recipient of federal contracts and grants, Mines is subject to federal laws and regulations with respect to drug and alcohol use in the workplace. The Drug-Free Workplace Act of 1988 requires that Mines establish drug and alcohol policies and programs. In addition, former Colorado Governor Roy Romer issued Executive Order D000291 regarding Substance Abuse by State Employees. In accordance with the above, Mines has enacted the following policy applicable to all employees and certain other covered individuals.

2.0 POLICY

It is the policy of Colorado School of Mines to maintain a drug-free workplace and campus. The unlawful possession, use, manufacture, or distribution of illicit drugs on the campus, in the workplace, or as part of any School activity is prohibited. In addition, the illegal use of alcohol or misuse of alcohol on the campus, in the workplace, or as part of any School activity is also prohibited. The campus and workplace includes all Mines premises and any premises where Mines activities are conducted.

---

1 This Drug-free Workplace Policy is also intended to comply with the Drug-Free Schools and Communities Act of 1989. Additional information about maintaining a drug-free campus community may be found here: [AOD Education and Prevention Policy](#).
2 As described below including campus volunteers, contractors, and visitors.
3 Except as authorized under the Board of Trustees [Institutional Alcohol Policy](#).
2.1 The unlawful possession, use, or distribution of illicit drugs and unlawful or unauthorized use of alcohol by employees will result in disciplinary action (consistent with Mines policies, and local, state, and federal laws). While Colorado’s Constitution allows for the legal use of marijuana under certain circumstances, because of Mines’ status as a federal contractor and grant recipient, and because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee’s ability to perform his or her job, constitutes a violation of this policy.

2.2 Discipline, depending upon the circumstances involved, may range from verbal warnings or counseling, written corrective action or disciplinary actions, up to and including termination of employment. In addition to discipline, or in lieu of it, employees may be referred to appropriate counseling or treatment programs (at the employee’s expense). Employees found to be in violation of this policy may be required to provide evidence of satisfactory participation in a substance abuse assistance or rehabilitation program.

2.3 Violators of the policy may also be referred to the appropriate authorities for prosecution depending on the circumstances of the violation.

2.4 It is not the intent of this policy to prohibit the possession or use of legally prescribed controlled substances for medical reasons by the individual for whom the medications are prescribed. Any employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or pharmacist to determine whether the medication may interfere with the safe performance of his or her job. It is the responsibility of the employee to use appropriate personnel procedures (e.g., proper use of sick leave as needed and appropriate, etc.) and to inform his/her supervisor if such medication may temporarily impair the employee’s ability to safely and satisfactorily perform assigned duties.

2.5 Irrespective of the use of legally prescribed drugs, controlled substances, and the lawful use of alcohol, it is a violation of workplace standards to be at work in an impaired status. If an employee is at work in an impaired status, Mines has the right to take such disciplinary action as Mines deems necessary to ensure work is safely and properly performed. Being unfit for work because of use of drugs or alcohol is strictly prohibited, and is grounds for termination of employment. While this policy refers specifically to alcohol and drugs, it is intended to apply to inhalants and all other forms of substance abuse.

2.6 In accordance with the specific requirements of the Drug-Free Workplace Act of 1988, employees who are convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace must notify the Colorado School of Mines in writing of their conviction within five (5) days thereafter by informing their supervisors and the Associate Vice
President of Human Resources.

2.7 Employees who are required to obtain Commercial Drivers Licenses in order to drive vehicles heavier than 26,000 pounds, vehicles placarded for the transportation of hazardous materials, and/or vehicles designed to carry sixteen (16) or more persons are subject to a protocol of testing for the use of drugs and alcohol.

2.8 As a condition of employment, all Colorado School of Mines employees are required to follow this policy.

3.0 REHABILITATION

3.1 Mines recognizes alcohol or drug dependencies are treatable conditions. Employees who suspect they have an alcohol or drug dependency problem are encouraged to seek assistance. Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence of eligibility for continued or future employment.

3.2 Employees who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physicians, their health plan, or the Colorado State Employees Assistance Program. (C-SEAP contacts are confidential and free of charge to the employee.) Health insurance plans may provide coverage for substance abuse programs that address substance abuse and rehabilitation. The Office of Human Resources has information about the health plans. Additionally, the health plan documents can be found at: http://inside.mines.edu/Employee_Benefits.

4.0 OTHER COVERED INDIVIDUALS

4.1 Individuals who are not Mines employees, but who perform work at Mines for its benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint projects at Mines, volunteers, etc.) are required to comply with this policy. Mines expects personnel of contractors, common carriers, and vendors working on Mines premises to comply with this Drug Free Workplace Policy. Failure to cooperate with Mines in this regard may result in removal from Mines premises and denial of future entry.

5.0 HISTORY & REVIEW CYCLE

This policy is subject to Annual (As Needed) Review. December 9, 2014 (Updated links, spelling, history & review cycle added).
To New Colorado PERA Members:

Welcome to membership in the Colorado Public Employees’ Retirement Association (PERA).

As an employee of a public employer affiliated with PERA, you may or may not pay Social Security tax depending on whether your employer contributes to both PERA and Social Security. PERA is a qualified retirement plan that can substitute for Social Security, as required by law.

Upon receipt of the form, PERA will mail you a membership packet that explains your PERA benefits and establish a Defined Benefit (DB) Plan account for you:

» You will contribute 8 percent of your salary to your DB Plan account through payroll deduction. If you are a State Trooper, you will contribute 10 percent. PERA will pay interest on your DB Plan account. The interest rate is determined by the PERA Board of Trustees and is subject to change annually. See the PERA website for the current rate or call PERA’s Customer Service Center at 303-832-9550 or 1-800-759-7372.

» Your PERA contributions are tax-deferred and are not subject to federal or state income tax until you refund your DB Plan account or receive a monthly benefit at retirement. Your contributions and interest will always be returned to you, either in the form of a rollover/refund or a monthly benefit.

While our mission is to provide members with retirement benefits, we also provide the following other benefits:

» Monthly benefits to your qualified survivors if you die after earning one year of service credit. If you have a Denver Public Schools (DPS) benefit structure DB Plan account, eligibility for survivor benefits is different. See the Survivor Benefits booklet for more information.

» Disability coverage if you leave PERA-covered employment because of a disability after you have five years of earned service credit.

» A voluntary life insurance program in which you may participate immediately.

» Voluntary retirement savings plans such as the PERAPlus 401(k) Plan and the PERAPlus 457 Plan (if your employer participates). For more information about the PERAPlus Plans, see PERA’s website at www.copera.org or call PERA’s Customer Service Center at 303-832-9550 or 1-800-759-7372.

» The option to purchase service credit based on a refunded/rolled over DB Plan account or for employment not covered by PERA or another retirement program when you have one year of earned service credit. See the Purchasing Service Credit booklet for more information.

When you end PERA employment, you may leave your DB Plan account with PERA and draw a benefit when you are retirement eligible. Your account will continue to earn interest. If you return to PERA employment at a later date, your DB Plan account will be ready to accept additional contributions and you will build additional service credit. If you leave your DB Plan account at PERA, be sure to keep us informed of your address to prevent your DB Plan account from being transferred to the State’s Unclaimed Property Fund.

Again, welcome to PERA! We will strive to inform you about your PERA benefits by sending you the PERA Member Report newsletter three times per year, a statement of your DB Plan account annually after your first year of membership, and other information.
**Member Information Form—Defined Benefit Plan(s) Instructions**

Please read all of the following information before completing the form on pages 3 and 4:

» Type or print in black ink and sign the form. Please do not send photocopies of the form or staple, tape, or glue items to it.

» If you are a new member, give the form to your personnel office to send to PERA.

» If you are changing information already on file with PERA, send the form to PERA and provide your employer with a copy. Changes made on this form take effect upon receipt of the completed form at PERA.

» As a result of the merger between PERA and the Denver Public Schools Retirement System (DPSRS), you may have two DB Plan accounts with PERA—one under the PERA benefit structure and one under the DPS benefit structure. If you have two DB Plan accounts, changes under the Member Information section will be made to both DB Plan accounts (if applicable).

» If you have changed your name, changed employers, or want to change your address or beneficiary(ies), complete the form and send it to PERA. PERA requires a new copy of your signed Social Security card only if you have changed your name since sending in your initial copy.

» If you need to list additional named beneficiaries, complete the Additional Named Beneficiaries section on page 4. Be sure to also sign page 4, or your beneficiaries will not be added/changed. If you need to add more beneficiaries than space allows on page 4, please attach a separate sheet with the type of beneficiary (primary or contingent), name(s), relationships, Social Security numbers, birthdates, addresses, and your signature. This page must be signed or your beneficiaries will not be added/changed.

If you complete any beneficiary information on the form and submit the form to PERA, you are canceling and replacing all of your previously named beneficiaries. If you want to change any previous designations, you must fully name all named beneficiaries on the form or on a separate list submitted with the form.

» If you would like to change your address only, go to PERA’s website (www.copera.org) and log in to your account using your PERA PIN/User ID and password. You may change your address using “Update Contact Information.” You may also call PERA’s Customer Service Center at 303-832-9550 or 1-800-759-7372 and speak to a Customer Service Representative.

» If you need to change information on your PERA-sponsored life insurance, PERAPlus 401(k) or 457 Plan, or PERA DC Plan, see the information at right.

**Named Beneficiary Information**

If you have a DB Plan account in both the PERA and DPS benefit structures, use the check boxes on the form to indicate if your requested beneficiary changes apply to one or both of your DB Plan accounts. If you do not check a box, the beneficiary changes will be made to both DB Plan accounts (if applicable). No law will apply to automatically revoke a spouse’s designation as a named beneficiary upon your divorce, annulment, or any dissolution or declaration of invalidity of your marriage.

**Beneficiary definitions:**

» Primary Beneficiary—beneficiary to receive payment. If you have more than one primary beneficiary, payment will be divided equally among all primary beneficiaries.

» Contingent Beneficiary—person to receive payment if your primary beneficiary(ies) is deceased. If you list more than one contingent beneficiary, payment will be divided equally among them.

**Survivor Benefit Information**

If you have more than one year of service under the PERA benefit structure or more than five years under the DPS benefit structure, state law specifies who receives monthly benefits after you die. Survivor benefits are different under the PERA and DPS benefit structure DB Plan accounts; see the Survivor Benefits booklet for detailed information.

**Changing PERA Life Insurance, PERAPlus 401(k) and 457 Plans, or PERA DC Plan Information**

» If you are enrolled in PERA-sponsored life insurance and have changed employers, notify your new employer to deduct your life insurance premium. If you want to change your life insurance beneficiary(ies), call Unum toll-free at 1-866-277-1649 or go to PERA’s website (www.copera.org) and log in to your account using your PERA PIN/User ID and password and select “Life Insurance” under the “Inquiry” menu.

» If you have a PERAPlus 401(k) or 457 Plan, or PERA DC Plan, and need to change your name, address, or phone number, complete the PERA Account(s) Address Change Form. If you need to make beneficiary changes to your PERAPlus 401(k) or 457 Plan, or PERA DC Plan, complete the respective 401(k), 457, or PERA DC Plan Beneficiary Designation Form. You can obtain the forms online at www.copera.org or by calling 1-800-759-7372 and selecting the PERAPlus or DC Plan option.

» If you have a PERAPlus 401(k) Plan account and are transferring from or are currently employed by another PERA employer and actively contributing, notify your new employer’s payroll office so that contributions may continue through your new employer. If you have a PERAPlus 457 Plan and need to add or change employers, log on to the PERA website and select the 457 Plan option.
Member Information Form—Defined Benefit Plan(s)

Colorado Public Employees' Retirement Association
PO Box 5800, Denver, Colorado 80217-5800
303-832-9550 • 1-800-759-PERA (7372) • Fax: 303-863-3727 • www.copera.org

Member Information

Read the instructions on page 2 before completing this form. Be sure to sign and date this form as well as any enclosures.

I am: □ A New Member □ Changing PERA Information (Complete any information you are changing and sign.)

Member

Last Name

First Name

Middle Name

Former Name

Birthdate / / Sex: □ Male □ Female Telephone ( ) Telephone ( )

Month/Day/Year

Home Telephone ( )

Mailing Address

Street, Route, or Box Number, and Apt. Number

City

State

ZIP Code

Email Address

Sign up for electronic delivery of PERA information? □ Yes □ No

Spouse

Last Name

First Name

Middle Name

Former Name

Spouse's Birthdate / /

Month/Day/Year

Spouse through: □ Marriage □ Civil Union

Primary and Contingent Named Beneficiary of Your Colorado PERA DB Plan Account(s)

If you have additional Named Beneficiaries, complete the Additional Named Beneficiaries section on page 4.

Changes apply to: □ PERA Benefit Structure DB Plan Account □ DPS Benefit Structure DB Plan Account

Apply to Both DB Plan Accounts

Note: If you do not check a box, the beneficiary changes will be made to both DB Plan accounts, if applicable.

Primary Beneficiary:

Name

Relationship

SSN

Birthdate

Street, Route, or Box Number, and Apt. Number

City

State

ZIP Code

Contingent Beneficiary:

Name

Relationship

SSN

Birthdate

Street, Route, or Box Number, and Apt. Number

City

State

ZIP Code

Sign Here

Member Signature ___________________________ Date ________________

Employer Information

Employer No. 22 Employer Name Colorado School of Mines

For new employees only

Date ___________________ Starting Salary ___________________

Job Title ___________________ Date Employed ___________________
Member Information Form—Defined Benefit Plan(s)-Page 2

Your Name ____________________________________________  Your SSN ______________________________

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**Complete this section only if you have additional Primary and Contingent Named Beneficiaries.**

**Primary Beneficiary(ies):**

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Sign Here:  Member Signature ________________________________  Date ____________________
Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: ___________________________________ Employee CWID#_________

Employer Name: Colorado School of Mines
1500 Illinois Street
Golden, CO 80401
Employer ID# 84-6000551

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision
Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, “Windfall Elimination Provision.”

Government Pension Offset Provision
Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of $600 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $500 widow(er) benefit, you will receive $100 per month from Social Security ($500 - $400=$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, “Government Pension Offset.”

For More Information
Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee ___________________________ Date _______________
**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

**Exceptions:** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:
- is age 65 or older,
- is blind, or
- will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

---

**Personal Allowances Worksheet** *(Keep for your records.)*

| A | Enter “1” for yourself if no one else can claim you as a dependent. | 
| B | Enter “1” if: |  
|   | You are single and have only one job; or |  
|   | You are married, have only one job, and your spouse does not work; or |  
|   | You earn taxable income from a second job or your spouse’s wages (the total of both) are $1,500 or less. |  
| C | Enter “1” for your spouse. But, you may choose to enter “0” if you are married and have either a working spouse or more than one job. (Entering “0” may help you avoid having too little tax withheld.) |  
| D | Enter number of dependents (other than your spouse or yourself) you will claim on your tax return. |  
| E | Enter “1” if you will file as head of household on your tax return (see conditions under Head of household above). |  
| F | Enter “1” if you have at least $2,000 of child or dependent care expenses for which you claim a credit. *(Note: Do not include child support payments.)* See Pub. 503, Child and Dependent Care Expenses, for details. |  
| G | Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. |  
| H | For accuracy, complete all worksheets that apply. |  
|   | If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. |  
|   | If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $50,000 ($80,000 if married), see the Two-Earner/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. |  
|   | If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. |  

---

**Employee’s Withholding Allowance Certificate**

**Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

<table>
<thead>
<tr>
<th>1</th>
<th>Your first name and middle initial</th>
<th>2</th>
<th>Your social security number</th>
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<tr>
<td>3</td>
<td>Single</td>
<td>Married</td>
<td>Married, but withheld at higher Single rate.</td>
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<tr>
<td>4</td>
<td>If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.</td>
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<tr>
<td>5</td>
<td>Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</td>
<td>6</td>
<td>Additional amount, if any, you want withheld from each paycheck</td>
</tr>
<tr>
<td>7</td>
<td>I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.</td>
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<td></td>
<td>Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</td>
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<td>This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</td>
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Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee’s signature**
*(This form is not valid unless you sign it.)*

**Date**

---

**Colorado School of Mines 1500 Illinois St. Golden CO 80401**

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 1022900 Form W-4 (2016)
Deductions and Adjustments Worksheet

Note: Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.
1. Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% if 5% if either you or your spouse was born before January 2, 1952 of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over $311,300 and you are married filing jointly or are a qualifying widow(er) $255,300 if you are single and not head of household or a qualifying widow(er); or $155,550 if you are married filing separately. See Pub. 505 for details.
2. Enter:
   $12,600 if married filing jointly or qualifying widow(er)
   $9,300 if head of household
   $6,300 if single or married filing separately
3. Subtract line 2 from line 1. If zero or less, enter "-0-"
4. Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505).
5. Add lines 3 and 4 and enter the total. (Include any amount for credits from the Withholding Allowances for 2016 Form W-4 worksheet in Pub. 505.)
6. Enter an estimate of your 2016 nonwage income (such as dividends or interest).
7. Subtract line 6 from line 5. If zero or less, enter "-0-"
8. Divide the amount on line 7 by $4,050 and enter the result here. Drop any fraction.
9. Enter the number from the Personal Allowances Worksheet, line H, page 1.
10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

Note: Use this worksheet only if the instructions under line H on page 1 direct you here.
1. Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet).
2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than "3".
3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "0") and on Form W-4, line 5, page 1. Do not use the rest of the worksheet.
4. Enter the number from line 5 of this worksheet.
5. Enter the number from line 6 of this worksheet.
6. Subtract line 6 from line 5.
7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here.
8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.
9. Divide line 8 by the number of pay periods remaining in 2016. For example, divide by 26 if you are paid every two weeks and you complete this form on a date in January when there are 26 pay periods remaining in 2016. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

Table 1

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>0</td>
</tr>
<tr>
<td>6,001 - 14,000</td>
<td>1</td>
</tr>
<tr>
<td>14,001 - 25,000</td>
<td>2</td>
</tr>
<tr>
<td>25,001 - 37,000</td>
<td>3</td>
</tr>
<tr>
<td>37,001 - 50,000</td>
<td>4</td>
</tr>
<tr>
<td>50,001 - 65,000</td>
<td>5</td>
</tr>
<tr>
<td>65,001 - 80,000</td>
<td>6</td>
</tr>
<tr>
<td>80,001 - 100,000</td>
<td>7</td>
</tr>
<tr>
<td>100,001 - 115,000</td>
<td>8</td>
</tr>
<tr>
<td>115,001 - 130,000</td>
<td>9</td>
</tr>
<tr>
<td>130,001 - 140,000</td>
<td>10</td>
</tr>
<tr>
<td>140,001 and over</td>
<td>11</td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from HIGHEST paying job are—</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>$0 - $67,000</td>
<td>0</td>
</tr>
<tr>
<td>67,001 - 130,000</td>
<td>1</td>
</tr>
<tr>
<td>130,001 - 250,000</td>
<td>2</td>
</tr>
<tr>
<td>250,001 - 360,000</td>
<td>3</td>
</tr>
<tr>
<td>360,001 - 405,000</td>
<td>4</td>
</tr>
<tr>
<td>405,001 and over</td>
<td>5</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the internal Revenue laws of the United States. Internal Revenue Code sections 6102(2)(A) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances without providing fraudulent information may subject you to penalties. Routine uses of the information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. Commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to law enforcement and other agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
**RETURN THIS FORM TO PAYROLL**

**DIRECT DEPOSIT**

Effective May 1, 2000, the State of Colorado Fiscal Rules (Rule 9-2) require that all employees be on the Direct Deposit Payroll Program.

Please note: It is important that you fill out as much information as possible to prevent delays with your pay. *Please complete and return this form along with one (1) voided check or a copy of a Direct Deposit Authorization Form from your bank to the PAYROLL DEPT.*

****Please notify Payroll Services immediately should you close or make any changes to your account(s). Direct deposit(s) processed against a closed account can delay your pay up to 5 business days. ****

___________ Enroll in Direct Deposit (voided check/bank auth. form required)

___________ Replace Current Account (voided check/bank auth. form required)

___________ Cancel my existing Direct Deposit (close account)

___________ Additional Checking or Savings Account (voided check/bank auth. form required)

(Please Print Clearly)

Name: ___________________________________________  CWID #: ________________________________________

**Primary Account:** [For remaining balance if choose secondary account]

Savings: [ ]  Routing No: ____________________________

Checking: [ ]  Account No: __________________________

Bank Name: _____________________________________  Bank Phone No. (if known) _______________________

**Secondary Account:** [Amount Specified]

Savings: [ ]  Routing No: ____________________________

Checking: [ ]  Account No: __________________________

**Specific $ Amount:** ______________________________

Bank Name: _____________________________________  Bank Phone No. (if known) _______________________

CSM Department: ____________________________ CSM Extension or Contact No.: _________________________

(Check one)

_________ Undergraduate ________ Graduate ________ Classified

_________ Temp. Classified ________ Faculty ________ Other

Signature: ______________________________________  Date: __________________________
Colorado School of Mines Faculty Oath

Pursuant to Section 22-61-104 of the Colorado Revised Statutes, I, ______________________________, do hereby solemnly affirm that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

__________________________________________  ______________________________
Date                                             Signature (Must be signed in front of Notary Public)

__________________________________________  __________________________________
CWID                                             Department

To be completed by Notary Public:

Subscribed and affirmed before me in the County of ________________,
State of Colorado, this _____ day of ________________, ____.

[SEAL]

__________________________________________  Notary Public

My Commission expires: ________________________
# Holiday Schedule
## 2016 & 2017

### 2016 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2016</td>
<td>Friday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2016</td>
<td>Monday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 24, 2016</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 25, 2016</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
</tbody>
</table>

### Winter Break (12/26/16 through 12/30/16)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 26, 2016</td>
<td>Monday</td>
<td>Christmas Day (observed)</td>
</tr>
<tr>
<td>December 27, 2016</td>
<td>Tuesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 28, 2016</td>
<td>Wednesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 29, 2016</td>
<td>Thursday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 30, 2016</td>
<td>Friday</td>
<td>Winter Break</td>
</tr>
</tbody>
</table>

### 2017 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2017</td>
<td>Monday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>May 29, 2017</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2017</td>
<td>Tuesday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 23, 2017</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 24, 2017</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
</tbody>
</table>

### Winter Break (12/25/17 through 12/29/17)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 25, 2017</td>
<td>Monday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 26, 2017</td>
<td>Tuesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 27, 2017</td>
<td>Wednesday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 28, 2017</td>
<td>Thursday</td>
<td>Winter Break</td>
</tr>
<tr>
<td>December 29, 2017</td>
<td>Friday</td>
<td>Winter Break</td>
</tr>
</tbody>
</table>

Holiday guidance is specified in the Faculty Handbook, Section 5.4.6.

For planning and communications purposes with employees, New Year’s Day (observed), Monday, January 1, 2018, will be a holiday (per the Faculty Handbook, Section 5.4.6) for the 2018 calendar year.