New Faculty Getting-Started Check List
(Last updated: April 2015)

New Faculty Getting
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. 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>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>1c.</td>
<td>ONLINE SERVICES: 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> MyMail (students): <a href="http://mymail.mines.edu">http://mymail.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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<tr>
<td>1d.</td>
<td>EMAIL</td>
<td>Required 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>
</tr>
<tr>
<td>2a.</td>
<td>NEW HIRE PAPERWORK</td>
<td>Forms submission is <strong>REQUIRED</strong> to get paid.</td>
<td>(A) You <strong>MUST</strong> 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 <strong>MUST</strong> 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>). <strong>NOTE:</strong> 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>
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<tr>
<td>2b.</td>
<td>BlasterCard - Campus ID card</td>
<td>Used for electronic key access, library material checkout, campus debit card (dining, Munch Money).</td>
<td>Take BlasterCard form from HR to the Campus Living office Elm Hall (1795 Elm St.-west entrance).</td>
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<tr>
<td>2c.</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 <strong>Direct Deposit Form</strong> — found in your new-hire packet or at: <a href="http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Direct%20Deposit%20Enrollment%20Form%2012_2014.doc">http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Direct%20Deposit%20Enrollment%20Form%2012_2014.doc</a>. Turn all the documents in with your new hire packet.</td>
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<tr>
<td>2d.</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 <strong>after</strong> the first of the month following your first paycheck.</td>
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<td>3.</td>
<td>PARKING PERMIT &amp; LOT ASSIGNMENT</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 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 <strong>after</strong> your Trailhead account is activated.</td>
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<tr>
<td></td>
<td>OFFICE ASSIGNMENT</td>
<td>A place to work.</td>
<td>See your department assistant.</td>
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<tr>
<td>5.</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>6.</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. <a href="http://inside.mines.edu/Access">Access to the Student Life areas and CTLM are granted at the Campus Living office (1795 Elm St.) and the CTLM, Room 244, respectively.</a></td>
</tr>
<tr>
<td>7.</td>
<td>MINES CAMPUS EMERGENCY ALERTS SETUP</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>
<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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<tr>
<td>8.</td>
<td>CAMPUS EMAIL LISTS</td>
<td>Some campus email lists are mandatory based on your campus role; other lists are optional based on your interests.</td>
<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>9.</td>
<td>BLACKBOARD ACCOUNT &amp; COURSES</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. This service does NOT use your MultiPass.</td>
<td>Accounts are created automatically the day after your email account is created. To login for the first time, use the &quot;Forgot Your Password?&quot; 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>. Request creation of Blackboard Course(s) at <a href="http://ccit.mines.edu/blackboard/courserequest.shtml">http://ccit.mines.edu/blackboard/courserequest.shtml</a>.</td>
</tr>
<tr>
<td>10.</td>
<td>SSB/FINANCIAL ACCOUNTS ACCESS</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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<tr>
<td>11.</td>
<td>SSB/FACULTY SERVICES ACCESS</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_Formal">http://inside.mines.edu/Mines_Formal</a> under &quot;Banner Forms&quot; &amp; 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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<tr>
<td>12.</td>
<td>COMPUTER/NETWORK/WIRELESS SETUP, DEPARTMENTAL COMPUTER ACCOUNT, OFFICE, AND/OR RESEARCH LAB</td>
<td>Most desktops &amp; laptops on campus are maintained by CCIT and data is stored on &amp; 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>
</tbody>
</table>
Employee name: ____________________________________________________

Social Security #: _________________________________________________

Birthdate: _______________________________________________________

Preferred phone number: __________________________________________

Preferred email address: __________________________________________

Home address: ___________________________________________________

_________________________________________________________________

Citizenship:
☐ U.S. Citizen ☐ Permanent Resident ☐ Other: ______________________
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):**

DD 214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Please provide a copy of the DD 214 or other official documents to the Office of Human Resources.

- ☐ 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.
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 HEREIN:

Printed Name________________________________ Signature_______________________________

Department__________________________________ Date___________________________________
Colorado School of Mines Certification of Policy Review
Non-Remuneration

Policy Names:

Facilities Management Parking Services
Drug Free Workplace Policy
Alcohol and Other Drugs Education and Prevention Policy
Affirmative Action Statement
Electronic Mail Policy 10.13
Employment Communications Policy
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)
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)

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
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
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.

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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).
1.0 BACKGROUND AND PURPOSE

The Colorado School of Mines is committed to:

- Providing students educational programming about alcohol and other drugs (AOD), and information and access to appropriate community resources and professional counseling; and
- Protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace and campus community.

Alcohol abuse and illegal drug use can pose significant safety, health, and well-being problems within the Mines working and learning environment. The federal Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) requires annual notice to the campus community of specific requirements of the law applicable to both students and employees. This policy addresses the following:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.
- The School's commitment to imposing disciplinary sanctions on students and employees consistent with local, state, and federal law, and a description of those sanctions, up to and including expulsion or termination of employment and referral for criminal prosecution.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol (for students and employees).
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of alcohol and other drugs (AOD) counseling, treatment, or rehabilitation or re-entry programs available to employees and students.
- The School's commitment to conducting a biennial review of its program.

Employees, like students, are covered under the Drug Free Schools and Communities Act, and are subject to this policy. In addition to reviewing this policy, employees should also review the Mines’ Drug Free Workplace Policy.

2.0 POLICY STATEMENT

In compliance with the federal government’s Drug Free Schools & Communities Act, there are community standards and potential consequences at the Colorado School of Mines pertaining to the illegal use of alcohol or drugs. The unlawful possession, use, or distribution of illicit drugs, and the unlawful or unauthorized use alcohol by employees and students at Mines will result in disciplinary action consistent with School policies, and local, state, and federal laws.
While Colorado’s constitution allows for specific legal use, possession, and growing 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, possession and growing of marijuana on campus is prohibited. Student use of alcohol and other drugs (including marijuana) that results in an impaired ability to perform academically, or behavior that violates the Code of Conduct constitutes a violation of this policy.

3.0 DISCIPLINARY SANCTIONS FOR STUDENTS

The School will impose sanctions on any student or employee found to be in violation of campus standards as outlined in the Student Code of Conduct, or the Drug Free Workplace policy, respectively. Sanctions include, but are not limited to: required completion of an appropriate educational or rehabilitation program; suspension or expulsion from the School; and/or referral to the appropriate law enforcement authorities for criminal prosecution.

In addition to facing criminal charges, students who fail to comply with the law will be subject to appropriate campus disciplinary action, including probation, suspension, or dismissal. As a part of the Mines’ disciplinary procedure, a student who has violated this policy and is allowed to remain in school will be required to submit to drug testing as a condition of continued enrollment.

The Colorado School of Mines offers through its Counseling Center proactive alcohol and drug abuse programs designed to educate students about the dangers of substance abuse. Incoming freshman are required to complete an online AOD education course prior to matriculation. Students not completing the online course, who subsequently have AOD infractions, will be required to complete an AOD course as one of the sanctions.

4.0 LEGAL SANCTIONS

4.1 State of Colorado Sanctions

Please see Colorado Drug Law Summary on the web or see Attachment A.

4.2 Federal Sanctions

Federal law has numerous penalties for the illegal possession of controlled substances, possession of crack cocaine, and trafficking in methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue.

Possession sentences range from up to one-year imprisonment and $1,000 fine to 20 years imprisonment and fines up to $250,000. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance can be a sanction for convictions. Sanctions can also include denial of federal benefits, such as student loans, grants, contracts, public housing tenancy, eligibility to receive or purchase
firearms, and professional and commercial licenses. Federal trafficking sanctions can range from one-year imprisonment and $100 fine to life in prison and a fine of $8 million.

5.0 HEALTH RISKS OF DRUGS AND ALCOHOL

Drug use poses a serious threat to the health and welfare of anyone involved in the use of illegal drugs, as well as a potential threat to the welfare of others within the campus community. This threat includes negative impact on academic performance and work productivity, estrangement of social relations, mental and physical health problems, reckless, negligent or intentional physical or emotional harm to others, and, in some cases, the possibility of serious bodily injury, illness, or death. Thus, the Colorado School of Mines’ position on drug use is that all students must comply with state and federal laws concerning the manufacture, possession, sale, and use of drugs.

5.1 Illicit Drugs

The use and overdose of illicit drugs, the non-medical use and overdose of prescription drugs, and withdrawal, can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death.

Possible effects from the use of illegal narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Narcotic overdoses can produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal symptoms can include tremors, panic, cramps, nausea, chills, and sweating. Mothers who use drugs during pregnancy may give birth to infants with physical abnormalities and mental retardation.

The unlawful use of depressants can cause slurred speech, disorientation, and drunken behavior. Overdoses can produce weak and rapid pulse, coma, and death. Withdrawal syndrome can include tremors, delirium, convulsions, and death.

Illicit use of stimulants can cause increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Agitation, increase in body temperature, hallucinations, convulsions, and death can result from stimulant overdose. Withdrawal syndrome can include apathy, long periods of sleep, irritability, depression, and disorientation.

Possible effects of the use of hallucinogens include illusions and hallucinations and altered perceptions of time and distance. Overdoses can produce longer, more intense effects, psychosis, and death.

The use of marijuana can produce euphoria, relaxed inhibitions, increased appetite, and disoriented behaviors. Overdoses can result in fatigue, paranoia, and psychosis.
Cannabis withdrawal can occasionally produce insomnia, hyperactivity, and decreased appetite.

For further information, students can contact the Counseling Center or the Mabel Coulter Student Health Center. Employees can contact the Colorado State Employees Assistance Program (C-SEAP).

5.2 Alcohol

Alcohol consumption may cause a number of significant changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

Additional information can be found at: http://counseling.mines.edu/CNSL-services.

6.0 EDUCATION AND TREATMENT

6.1 On-campus Resources Available to Students

Anyone who has a concern about a student’s use of, the physiological and psychological effects of, and the treatment resources for alcohol or other drugs should contact:

- Counseling Center at 273-3377, http://counseling.mines.edu;
- Student Life Staff; or
- Vice President of Student Life/Dean of Students Office, 303-273-3231.
6.2 Engineers Choosing Healthy Options Program

The Engineers Choosing Healthy Options (ECHO) Program is the drug and alcohol education arm of the Counseling Center, created through a Federal grant in 1989. ECHO has a library of information on alcohol and other drugs that is readily available in the Counseling Center, located on the second floor of the W. Lloyd Wright Student Wellness Center. Presentations and programs on drug and alcohol education are also available to any campus group that makes a request. Student referrals to the ECHO program are encouraged from all segments of the campus community.

Students who require evaluation, education, or treatment beyond ECHO’s educational scope are referred to appropriate agencies in the community. All care provided off-campus is at the individual’s own expense.

6.3 Resources Available to Employees

Mines recognizes alcohol or drug dependency are treatable conditions. Employees who suspect they have an alcohol or drug dependency problem are encouraged to seek assistance. Details on assistance available to employees can be found in the Drug Free Workplace Policy.

7.0 BIENNIAL REVIEW

The Division of Student Life will conduct a biennial review of alcohol and other drug program effectiveness and consistency. The report will propose program and sanction changes as necessary for administrative consideration.

8.0 HISTORY

April 2015 (links, punctuation, and titles updated)


Education Department General Administrative Regulations (EDGAR) Part 86 Drug and Alcohol Abuse Prevention, see http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html.

For further information on Colorado School of Mines AOD Programs, contact the Division of Student Life at 303-273-3377.
10.13 ELECTRONIC MAIL POLICY

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1997) and in accordance with the requirements of §24-72-204.5, C.R.S. (1997) in order to establish guidelines for the responsible and efficient use of CSM electronic mail, hereinafter "E-mail," services and to clearly set forth the rights and responsibilities of CSM employees regarding their use of E-mail. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. POLICY

A. Introduction

CSM provides E-mail services to support the academic, research, and administrative functions of the institution. Employees must be mindful that use of E-mail is a privilege, not a right, and it should be treated as such by all users. Employees are permitted to use E-mail in a prudent manner for personal communications as long as such personal use does not interfere with the employee’s performance of his or her job responsibilities or the business use of E-mail by other employees. Since confidentiality is not readily attainable when using E-mail and because many E-mail communications are public records, employees should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to CSM if the message were to be seen by others.

B. Definitions

1. E-Mail

An electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes electronic messages that are transmitted through a local, regional, or global computer network.

2. Public Records

All writings made, maintained, or kept by the State, or any agency, institution, or subdivision thereof, for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

C. Scope of Policy

All E-mail communications and associated attachments transmitted or received over the CSM network are subject to the provisions of this policy. Additionally, since Colorado law provides that E-mail communications written in the conduct of public business are generally considered to be public records, all E-mail communications written and sent in the conduct of public business by CSM employees are subject to applicable provisions of this policy, regardless of whether the communication was sent or received on a public or privately owned personal computer.

D. Application of Public Records Statutes to E-Mail

E-mail messages are subject to many of the same statutes and legal requirements as other forms of communication, such as the Colorado Open Records Act, §24-72-201, et seq., C.R.S. (1997), which governs public access to CSM records, and the Archives and Public Records Act, §24-80-101, et seq., C.R.S. (1997), which governs the retention, archiving, and destruction of CSM documents and records. The Open Records Act treats electronic documents and files in the same manner as paper documents. All such documents are generally considered to be public records and are subject to public inspection unless they are covered by a specific statutory exception. E-mail messages that are public records must be retained in either paper or electronic format. E-mail messages that are not public records should be
deleted after viewing. The Archives and Public Records Act requires that all documents pertaining to the business of CSM, whether in paper or electronic form, be retained, archived, or destroyed, as appropriate. Disposition decisions regarding individual documents should be made at the operational unit level with cognizance of the definition of public records and in accordance with CSM operating procedures. Although current CSM practice includes the daily back-up of central computer files, including some E-mail messages, such back-up is only undertaken for temporary storage purposes and is not intended to serve as a mechanism for archiving public records.

E. Privacy and Confidentiality

Even though E-mail users may intend their messages to be private communications between themselves and another party, the privacy and confidentiality of E-mail cannot be guaranteed by CSM for many reasons, including the following: E-mail messages may be saved indefinitely on the receiving computer, copies of E-mail messages can be made electronically or on paper, E-mail messages can be intentionally or accidentally forwarded to others, and messages may be sent to incorrect E-mail addresses or be improperly delivered by an E-mail system. Although CSM employees are permitted to use E-mail for personal communications, they should be aware that there are more appropriate avenues of communication available for matters requiring privacy or confidentiality.

F. Monitoring of E-Mail Communications by CSM

CSM does not intend to monitor E-mail usage by its employees in a regular or systematic fashion; however, it does reserve the right to monitor such usage from time to time and without prior notice. Such monitoring may include tracking addresses of E-mail sent and received, accessing in-box messages, accessing messages in folders, and accessing archived messages. E-mail monitoring which focuses on a specific individual or a selected group of individuals, must be based on a reasonable suspicion of misuse or wrongdoing and must be approved in advance by the appropriate vice president or the President. CSM may take corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her E-mail communications. Furthermore, CSM may disclose E-mail communications sent to, received by, or relating to an employee to law enforcement officials without giving prior notice to the employee.

G. Prohibited E-Mail Practices

Employees are prohibited from engaging in any of the practices described below on the CSM network. CSM may suspend or revoke the E-mail privileges of any employee who abuses them. Additionally, CSM may impose appropriate sanctions, ranging from reprimand to termination, upon an employee who engages in one or more of the following activities:

1. Sending obscene or patently offensive E-mail without the consent of the recipient;
2. Sending intimidating, threatening, harassing, or abusive E-mail;
3. Intercepting, disrupting, or altering an E-mail communication without proper authorization;
4. Accessing, copying, or modifying E-mail messages from or within the electronic files or records of another without permission;
5. Misrepresenting the identity of the source of an E-mail communication;
6. Allowing another to use one's E-mail account for fraudulent purposes;
7. Using E-mail to interfere with the ability of others to conduct CSM business;
8. Sending unsolicited "junk" E-mail or mass electronic mailings, such as chain letters, without a legitimate CSM business purpose;
9. Using E-mail for commercial purposes unrelated to CSM business;
10. Reproducing or distributing copyrighted materials without appropriate authorization; and
11. Using E-mail for any purpose which violates state law, federal law, or CSM policy.

Promulgated by the CSM Board of Trustees on May 7, 1998.

10-2 (6/24/02)
1.0 BACKGROUND AND PURPOSE

Communication to faculty and staff is an important element of an effective work environment. It is vital that CSM has an efficient and workable means of getting important and timely information to faculty and staff. Examples of situations that require timely distribution of information could include school closures due to inclement weather, emergency situations that might arise, or other general distribution of information necessary to the effective functioning of the School.

Electronic communication through e-mail and Trailhead portal announcements provides a rapid, efficient and effective form of communication. Reliance on electronic communication has become the accepted norm within the Mines community. Additionally, utilizing electronic communications is consistent with encouraging more environmentally-conscious means of doing business and encouraging continued stewardship of scarce resources. Because of the widespread use and acceptance of electronic communication, CSM is adopting a policy regarding employment-related communications with faculty and staff.

2.0 POLICY

It is the policy of the Colorado School of Mines that official employment-related general communications with faculty and staff will be sent via CSM's internal e-mail system. All faculty and staff will be assigned a CSM e-mail address and are encouraged to periodically check their CSM assigned e-mail address. It is expected that e-mail sent to faculty and staff will be read in a timely manner. Employment-related communications sent via e-mail to faculty and staff will be considered to have been received and read by the intended recipients.

3.0 Procedures

3.1 All faculty and staff will be provided a CSM e-mail address which they must activate.

3.2 Faculty and staff are expected to check their e-mail inbox for CSM employment-related communications on a frequent and consistent basis. Faculty and staff have the responsibility to recognize that certain communications may be time-critical.

3.3 The policy does not prevent faculty and staff from using a personal e-mail address for employment-related communication and purposes. However, if a faculty or staff member chooses to use a personal e-mail address as his or her
address of choice for receiving employment-related communications, in order to comply with this policy, he or she must forward e-mail from the CSM assigned e-mail address to the personal e-mail address.

3.4 Supervisors of employees or employee groups with limited computer access and limited e-mail access must print and post hard copy of School employment-related communications sent via e-mail. Examples of such communications could include, but not be limited to, notices or communications about: school events, revised or new academic or administrative procedures, school closures, emergency communications, and so forth.

3.5 Nothing in these procedures should be construed as prohibiting employment-related communications being sent via traditional means. Use of paper-based communication may be necessary under certain circumstances or may be more appropriate to certain circumstances. Examples of such communications could include, but not be limited to: employment contracts or letters, salary notices, individual personnel notices, layoff notices, disciplinary notices, communications regarding individual benefits, and so forth.
1.0 BACKGROUND AND PURPOSE
The Board of Trustees of the Colorado School of Mines (“the School” or “Mines”) promulgates this policy pursuant to the authority conferred by §23-41-104(1), C.R.S., Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Titles IV and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000c and 42 U.S.C. §§ 2000e) and relevant sections of the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §§ 14043e et seq.). This policy supersedes the Board of Trustee’s Policy Prohibiting Sexual Harassment and shall govern if any other Mines policy conflicts with this policy’s provisions. This policy does not preclude application or enforcement of other Mines policies. Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech or Mines’ educational purpose.

2.0 POLICY
Mines prohibits gender-based discrimination, sexual harassment or any form of sexual violence among the Mines campus community. Mines does not discriminate against any person because of gender, gender identity or gender expression. Mines will not tolerate any form of sexual harassment or sexual violence within the Mines campus community. Mines will also not tolerate any form of retaliation against a community member for reporting complaints, cooperating with investigations and proceedings related to such complaints, or opposing gender-based discrimination, sexual harassment or sexual violence. Accordingly, the Board of Trustees adopts this policy prohibiting gender-based discrimination, sexual harassment and sexual violence.

In order to prevent incidents of gender-based discrimination, sexual harassment and sexual violence, Mines will: (1) develop, administer, maintain and update procedures to implement and resources to support this policy; (2) educate community members regarding policies and procedures related to prevention, reporting and investigation of gender-based discrimination, sexual harassment and sexual violence; (3) encourage community members to report actual and potential incidents of gender-based discrimination, sexual harassment and sexual violence; (4) take actions to prevent incidents of gender-based discrimination, sexual harassment and sexual violence from denying or limiting a community member’s ability to participate in or benefit from Mines’ educational and work programs; (5) make available timely services and resources for those who have been affected by gender-based discrimination, sexual harassment and sexual violence; (6) take actions to remedy any harm from incidents of gender-based discrimination, sexual harassment and sexual violence; and (7) take actions to prevent the recurrence of gender-based discrimination, sexual harassment and sexual violence.

Mines’ Unlawful Discrimination policy shall govern all other forms of harassment or discrimination. No complainant shall be permitted to file a complaint under the Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence and
any other Mines’ complaint or grievance policy or procedure when the complaint or grievance arises out of an identical set of facts.

3.0 DEFINITIONS:
Gender-based discrimination involves treating a Mines community member unfavorably because of that person's gender, gender identity or gender expression. All allegations involving gender-based discrimination will be governed by this policy and its implementing procedures.

Sexual harassment is a form of gender discrimination. Sexual harassment, without regard to the gender of the individuals involved, consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) either explicitly or implicitly, submission to such conduct is made a term or condition of an individual's employment or educational endeavors; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment. All allegations involving sexual harassment will be governed by this policy and its implementing procedures.

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. In some cases, domestic violence, dating violence and stalking may also be forms of sexual violence. All allegations involving sexual violence will be governed by this policy and its implementing procedures.

For a more detailed discussion of the terms defined above, please see the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior and the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Employee or Third-Party Behavior.

4.0 PROHIBITION AGAINST RETALIATION
This policy prohibits retaliation against any individual for raising an allegation of gender-based discrimination, sexual harassment or sexual violence, for cooperating in an investigation or another proceeding related to such allegations, or for opposing gender-based discrimination, sexual harassment or sexual violence. Complaints or instances of retaliation shall be addressed as separate potential violations of this policy.

5.0 SANCTIONS FOR VIOLATIONS
A violation of this policy may result in the imposition of sanctions. Sanctions may include, but are not limited to, the following: mandatory attendance at gender-based discrimination, sexual harassment and/or sexual violence awareness and prevention
Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

History:
Amended by the Colorado School of Mines Board of Trustees on August 29, 2014. See full history on page 4

seminars; mandatory attendance at other training programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, or expulsion; educational sanctions; restitution; suspension without pay; or termination of employment or appointment.

6.0 ENCOURAGEMENT OF REPORTING
Mines considers the health and safety of its community members to be of paramount importance. Therefore, Mines encourages community members to report all concerns regarding gender-based discrimination, sexual harassment and/or sexual violence in accordance with this policy and its procedures. There may be circumstances where community members are hesitant to report prohibited conduct because they fear it may result in other policy violations being discovered (such as drug use or underage alcohol consumption). Community members should always consider the health and safety of themselves and other Mines community members to be of primary concern and Mines shall review, if necessary, any other policy violations separately from allegations raised under this policy.

7.0 IMPLEMENTATION
Mines’ Board of Trustees directs the President or President’s delegates to develop, administer and maintain the appropriate administrative policies, procedures and guidelines to implement this policy.

8.0 RESOURCES
Contact for Complaints about Student Behavior:
- Rebecca Flintoft, Director of Auxiliary Services, Student Center, Room 218, 1200 16th Street Golden, Colorado 80401; Telephone - 303.273.3288; Email – rflinton@mines.edu
- Brent Waller, Director of Residence Life and Housing, 1733 Maple Street, Golden, Colorado 80401; Telephone - 303.273.3046; Email – bwaller@mines.edu

Policies and Procedures for Complaints regarding Student Behavior:
- Notice of Nondiscrimination
- Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior
- Procedures and Resources for Survivors of Sexual Assault or Other Sexual Violence

Contact for Complaints about Employee or Third Party Behavior:
- Mike Dougherty, Associate Vice President for Human Resources, Guggenheim Hall, 1500 Illinois Street, Room 110, Golden, CO 80402; Telephone - 303.273.3250; Email – mdougher@mines.edu
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**History:**
Amended by the Colorado School of Mines Board of Trustees on August 29, 2014. See full history on page 4

- Veronica Graves, Assistant Director of Human Resources, Guggenheim Hall, 1500 Illinois Street, Room 110, Golden, CO 804021; Telephone - 303.273.3250; Email – vgraves@mines.edu
- Karin Ranta-Curran, Assistant Director for Human Resources, Guggenheim Hall, 1500 Illinois Street, Room XXX, Golden, CO 804021, Telephone - 303.384.2558; Email - krcurran@mines.edu

Policies and Procedures for Complaints regarding Employee or Third-Party Behavior:
- Notice of Nondiscrimination
- Sexual and Gender-Based Harassment and Discrimination Complaint, Investigation and Resolution Procedure for Complaints Involving Employee or Third-Party Behavior
- Procedures and Resources for Survivors of Sexual Assault or Other Sexual Violence

**Title IX Coordinator:**
- Karin Ranta-Curran, Assistant Director for Human Resources, Guggenheim Hall, 1500 Illinois Street, Room XXX, Golden, CO 804021, Telephone - 303.384.2558; Email - krcurran@mines.edu

**Other Relevant Policies:**
- Unlawful Discrimination policy
- Workplace Violence policy
- Personal Relationships policy

**9.0 HISTORY**
Promulgated by the Colorado School of Mines Board of Trustees on March 13, 1992.
Amended by the Colorado School of Mines Board of Trustees on March 26, 1998.
Amended by the Colorado School of Mines Board of Trustees on June 10, 1999.
Amended by the Colorado School of Mines Board of Trustees on June 22, 2000.
Amended by the Colorado School of Mines Board of Trustees on June 7, 2003.
Amended by the Colorado School of Mines Board of Trustees on December 15, 2011.
Amended by the Colorado School of Mines Board of Trustees on August 29, 2014.
1.0 BACKGROUND AND PURPOSE
This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1999) in order to set forth a policy concerning unlawful discrimination at Mines. This policy shall supersede any previously promulgated Mines policy that is in conflict herewith.

2.0 UNLAWFUL DISCRIMINATION POLICY
Attendance and employment at Mines are based solely on merit and fairness. Discrimination on the basis of age, gender, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status is prohibited. No discrimination in admission, application of academic standards, financial aid, scholastic awards, or any terms or conditions of employment shall be permitted. If a complaint of discrimination on the basis of gender arises, it shall be governed under Mines’ Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence.

3.0 PERSONS WHO MAY FILE AN UNLAWFUL DISCRIMINATION COMPLAINT
An unlawful discrimination complaint may be filed by any individual described in one of the categories below:
A. Any member of the Mines campus community, including classified staff, exempt employees, and students as well as any applicant for employment or admission, who believes that he or she has been discriminated against by Mines, a branch of Mines, or another member of the Mines community on account of age, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status;
B. Any person who believes that he or she has been threatened with or subjected to duress or retaliation by Mines, a branch of Mines, or a member of the Mines community as a result of (1) opposing any unlawful discriminatory practice; (2) filing a complaint hereunder; (3) representing a complainant hereunder; or (4) testifying, assisting, or participating in any manner in an investigation, proceeding, hearing, or lawsuit involving unlawful discrimination; or
C. The Associate Vice President for Human Resources or an attorney from the Office of Legal Services, if any of these individuals deem it to be in the best interest of Mines to do so.

4.0 CHOICE OF REMEDIES
No complainant shall be permitted to file an unlawful discrimination claim under the Mines Unlawful Discrimination Policy and any other complaint or grievance policy or procedure when the complaint or grievance arises out of an identical set of facts. In such a situation, a complainant shall be entitled to file his or her claim under the policy or procedure of his or her choice.
Unlawful Discrimination Policy

History:
Amended by the Colorado School of Mines Board of Trustees on August 29, 2014. See full history on page 2

5.0 IMPLEMENTATION
Mines’ Board of Trustees directs the President or President’s delegates to develop, administer and maintain the appropriate administrative policies, procedures, and guidelines to implement this policy.

6.0 RESOURCES
Contact for Complaints about Student Behavior:
- Rebecca Flintoft, Director of Auxiliary Services, Student Center; Telephone - 303.273.3288; Email – rflintof@mines.edu
- Brent Waller, Director of Residence Life and Housing; Telephone - 303.273.3046; Email – bwaller@mines.edu

Policies and Procedures for Complaints regarding Student Behavior:
- Notice of Nondiscrimination
- Unlawful Discrimination Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior
- Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

Contact for Complaints about Employee or Third Party Behavior:
- Mike Dougherty, Associate Vice President for Human Resources, Guggenheim Hall; Telephone - 303.273.3250; Email – mdougher@mines.edu
- Veronica Graves, Assistant Director of Human Resources, Guggenheim Hall; Telephone - 303.273.3250; Email – vgraves@mines.edu
- Karin Ranta-Curran, Assistant Director for Human Resources - EEO and Equity and Title IX Coordinator, Guggenheim Hall; Telephone - 303.384.2558; Email - krcurran@mines.edu

Policies and Procedures for Complaints regarding Employee or Third-Party Behavior:
- Notice of Nondiscrimination
- Unlawful Discrimination Complaint, Investigation and Resolution Procedure for Complaints Involving Employee or Third-Party Behavior
- Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

7.0 HISTORY
Promulgated by the Mines Board of Trustees on March 13, 1992.
Amended by the Mines Board of Trustees on June 10, 1999.
Amended by the Mines Board of Trustees on June 22, 2000.
Amended by the Mines Board of Trustees on June 7, 2003.
Amended by the Mines Board of Trustees on August 14, 2007.
Amended by the Mines Board of Trustees on August 29, 2014.
1.0 BACKGROUND AND PURPOSE

Increasingly, incidents of violence and workplace confrontations are becoming more common throughout society. While this kind of behavior is not prevalent at Colorado School of Mines, and indeed it is rare, it is never-the-less prudent for CSM to clearly communicate its expectations of all who come to campus. Since August 1996, CSM has relied upon an Executive Order issued by Governor Roy Romer, for its Workplace Violence prohibition guidelines. The policy and procedures below are intended to amplify Governor Romer’s executive order and provide a reporting, complaint and resolution process.

2.0 POLICY

Colorado School of Mines is committed to maintaining an environment of respect that is free from violence or threats of violence. As a diverse community requiring trust, openness, and physical safety, CSM will not tolerate violence or threats of violence in the campus community and workplace. It is the policy of CSM not only to prohibit such behavior, but also to take seriously all reports of incidents, addressing each as appropriate. Further, all weapons identified and defined in Colorado Revised Statutes § 18-12-101 are banned from CSM premises. (Exception: Students who wish to possess firearms are referred to the Firearms Storage Procedures as outlined in the Campus Rules and Regulations section of the Student Handbook. All firearms must be stored at the CSM Department of Public Safety Office and all access will be controlled by the Public Safety Department.)

This policy applies to all persons conducting business with or visiting CSM, even though such persons are not directly affiliated with CSM. Individuals who violate this policy may be removed from the premises and, depending on the employment relationship, will be subject to disciplinary action that can include termination of employment as well as criminal prosecution, or both.

3.0 DEFINITIONS

3.1 Violent Behavior – Any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by an individual. Threats (including those made in person, by mail, over the telephone, by fax, by e-mail, or by other means) may include veiled, conditional or direct threats in verbal or
written form, resulting in intimidation, harassment, harm, fear, or endangerment of the safety of another person or property. In addition, acts or threats may include gestures or symbols.

3.2 Workplace or Premises – Includes all CSM property, facilities and off-campus locations where faculty, staff, or students are engaged in CSM business, educational programs, or activities.

4.0 PROCEDURES

4.1 Reporting: Faculty and staff involvement is essential to preventing violence or threats of violence. All members of the CSM community have a responsibility to report threatening or violent behavior. Each faculty and staff member must immediately report to his or her supervisor or department head, to the CSM Department of Public Safety, or to Human Resources any acts or behaviors covered under this policy. If the employee’s supervisor is the perpetrator, the employee must report the behavior to the next level manager.

4.1.1 Reporting Imminent Acts or Threats: In the case of an actual or imminent act or threat of violent behavior, call the CSM Campus Police Department at 303.273.3333 (from on-campus phones, simply dial 3333) or use 911 to alert the Golden Police Department who will coordinate with CSM police. When in doubt about the urgency of the threat of violence, CSM police should be contacted.

4.1.2 Criminal Acts: Any employee who believes a crime has been committed has the right to report that to the proper law enforcement agency.

4.2 Supervisors: Any supervisor who becomes aware of violent or threatening behavior must report the incident to his or her manager and to Human Resources. If the supervisor believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor must first immediately contact the CSM Police Department and then report the incident to his or her manager and Human Resources.

4.2.1 Immediate Action: Nothing in this policy and procedures relieves a supervisor or manager from taking immediate action when the safety or security of employees or students is threatened and time is crucial. CSM will support efforts made by supervisors, managers, and campus specialists in dealing with immediate violent behavior or immediate threats of immediate violent behavior.
4.3 **Confidentiality:** CSM will ensure that all reports of workplace violence are treated confidentially to the extent possible. Reports of threatening or violent behavior will be disclosed as necessary in order to: (a) conduct an investigation, (b) to protect the reporting individual(s) from possible retaliation, (c) to complete disciplinary action, and (d) to protect the alleged offender.

4.4 **Investigation:** Upon a report of workplace violence, CSM will conduct an investigation as promptly as feasible. Depending on the level of the incident, the investigation may be led by CSM Public Safety, Human Resources, the department head in the affected department, or other CSM entity as appropriate. In most cases, an investigation will be a joint effort undertaken with the advice and counsel of CSM’s Office of Legal Services.

4.5 **Discipline and Sanctions:** Depending upon the outcome of the investigation, violation of this policy may result in employment-related discipline up to and including termination of employment. If the incident was of a nature where it was reported to a law enforcement agency, the criminal justice system may also impose penalties. Non-employee violations of this policy will be handled in accordance with applicable laws. Further, CSM will support criminal prosecution against any person who commits a crime in violation of this policy.

4.6 **Retaliation:** Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation, do not suffer any form of retaliation because of their good faith participation. Retaliation against anyone for good faith reporting of a violation of this policy or for cooperating in an investigation under this policy is prohibited and creates a separate, serious offense.

4.7 **False Charges:** If, upon investigation, it is determined that a report was intentionally falsified or made maliciously, the employee providing the false information will be subject to disciplinary action up to and including termination and, depending on the facts, may be subject to criminal prosecution.

4.8 **Restraining / Protective Orders:** Any employee who has obtained a restraining / protective order or other judicial order that lists a CSM location as a protected area must immediately provide a copy of the order to the CSM Campus Police. Other parties may also be informed when deemed necessary by CSM Campus Police for the safety of the CSM community.
4.9 Employee Assistance Program: Confidential counseling and assistance for employees and supervisors is available through the Colorado State Employee Assistance Program (C-SEAP) at no charge. C-SEAP program, services, and contact information may be found on the CSM Human Resources web site or at C-SEAP’s web page: http://www.colorado.gov/dpa/dhr/eap/index.htm.

4.10 Freedom of Expression: CSM recognizes the necessity of protecting individual rights and encouraging free speech, but also recognizes that certain conduct can threaten the mutual respect that is the foundation of scholarly communities. Nothing in this policy and these procedures is intended to curtail an individual’s right to express himself/herself as long as that expression does not constitute “Violent Behavior” as defined in these procedures.
10.4 PERSONAL RELATIONSHIPS POLICY

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1988) in order to set forth a policy concerning certain personal relationships at CSM as addressed herein. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. PREFACE

Certain amorous, romantic, or sexual relationships in which the parties appear to have consented, but where a definite power differential exists between them, are of serious concern to CSM. Personal relationships that might be appropriate in other circumstances always pose inherent dangers when they occur between an Instructor and a Student, between a Person in a Position of Trust and a Student, and between a Supervisor and a Subordinate Employee. Although both parties to the relationship may have consented at the outset, such relationships are fundamentally asymmetric in nature. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they are entrusted. Accordingly, codes of ethics promulgated by most professional regulatory associations forbid professional-client amorous, romantic, or sexual relationships. The relationships prohibited by this policy shall be viewed in this context, and Instructors, Persons in Positions of Trust, and Supervisors should be aware that any violation of this policy shall result in formal disciplinary action against them.

III. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

A. Person in a Position of Trust

Any person occupying a position of trust with respect to one or more students at CSM such that engaging in an amorous, romantic, or sexual relationship with any student would compromise the ability of the employee to perform his or her duties. Examples of Persons in Positions of Trust at CSM are those employed in the Office of the Registrar, those employed in the Student Affairs Office, those employed in the Student Development Office, those employed in Public Safety, resident assistants, and paper graders. The above examples are provided for illustrative purposes only and are not intended to be exhaustive listings or to limit the illustrated category in any manner.

B. Instructor

Any person who teaches at CSM, including academic faculty members, instructional staff, and graduate students with teaching or tutorial responsibilities.

C. Student

Any person who is pursuing a course of study at CSM.

D. Subordinate Employee

Any person employed by CSM who is supervised by another employee.

E. Supervisor

Any person employed by CSM who occupies a position of authority over another employee with regard to hiring, administering discipline, conducting evaluations, granting salary adjustments, or overseeing task performance.
IV. POLICY

A. Personal Relationships Between Instructors and Students in the Instructional Context

No Instructor shall engage in an amorous, romantic, or sexual relationship, consensual or otherwise, with a Student who is enrolled in a course being taught by the Instructor, or whose academic work is being supervised by the Instructor.

B. Personal Relationships Between Instructors and Students Outside the Instructional Context

In a personal relationship between an Instructor and a Student for whom the Instructor has no current professional responsibility, the Instructor should be sensitive to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the instruction or evaluation of the Student. This could entail a request to write a letter of recommendation for the Student or to serve on an academic committee involving the Student. In addition, an awareness should be maintained that others may speculate that a specific power relationship exists even when none is present, giving rise to assumptions of inequitable academic or professional advantage for the Student. Even if potential conflict of interest issues can be resolved, charges of sexual harassment may arise. In such situations, it is the Instructor who, by virtue of his or her special responsibility, shall be held accountable for unprofessional behavior.

C. Personal Relationships Between Supervisors and Subordinate Employees

No Supervisor shall engage in an amorous, romantic, or sexual relationship, consensual or otherwise, with a Subordinate Employee who reports, either directly or indirectly, to the Supervisor or is under the Supervisor's direct or indirect authority.

D. Personal Relationships Between Persons in Positions of Trust and Students

No Person in a Position of Trust shall engage in an amorous, romantic, or sexual relationship, consensual or otherwise, with a Student.

Promulgated by the CSM Board of Trustees on February 14, 1992.
Amended by the CSM Board of Trustees on June 18, 1992.
1.0 BACKGROUND AND PURPOSE

Colorado School of Mines (“Mines” or “university”) is committed to the safety of all individuals in its community. The university has particular concern for those who are potentially vulnerable, including minors, who require special attention and protection. This policy establishes guidelines for the Mines community-at-large, as well as for those in the Mines community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and well-being of minors and ensuring compliance with applicable laws.

2.0 SCOPE

This policy provides broad safeguards intended to better protect minors when they are on the university Campus, participating in university programs and activities designed to include minors, or when they are in the care of University Personnel, Volunteers, or Contractors. All Mines Personnel, Volunteers, and Contractors are expected to be familiar and comply with the provisions of this Policy and any related university policies and/or procedures. This policy also establishes requirements for non-university organizations and entities, including but not limited to Recognized Student Organizations, that operate non-university programs or activities designed to include minors.

3.0 DEFINITIONS

For purposes of this policy only, the following definitions shall apply:

3.1 Abuse or Neglect of Minors: As defined in Colorado state statute (C.R.S. § 19-1-103). Please consult statute for full definition. In summary, child abuse and neglect means an act or omission that threatens the health or welfare of a person under 18 years of age.

3.2 Campus: All buildings, facilities, and properties that are owned, operated, managed, or controlled by Mines.

3.3 Minor: A person under the age of eighteen (18).

3.4 Recognized Student Organization: A student organization and club registered with the Board of Student Organizations. For purposes of this policy only, a Recognized Student Organization is considered to be a non-university organization and entity.
3.5 **University (or Mines) Contractor**: An individual or entity retained by the university under contract to provide services and/or support for university programs and activities designed to include minors.

3.6 **University (or Mines) Personnel**: Includes, but is not limited to all university faculty, staff, post-doctoral fellows, visiting scholars, and students in their capacity as student-employees.

3.7 **University (or Mines) Volunteer**: An uncompensated individual who is authorized by a university department or unit to: a) perform civil, charitable, or humanitarian services related to the business of or in support of activities of the university designed to include minors; or b) gain personal or professional experience in specific endeavors involving minors. Volunteers perform services without a promise, expectation, or receipt of any compensation for services performed, including a promise of future employment. This definition does NOT include parents or guardians who are accompanying their child at a program or activity and who may provide incidental service for the program or activity.

3.8 **Academic Year**: Beginning of Fall Semester through the end of the Summer II session.

4.0 **POLICY STATEMENTS**

4.1 All University Personnel, Volunteers and Contractors must:

- Always be vigilant in protecting the well-being and safety of Minors with whom they interact on Campus or at a university program, event or activity.

- Watch for signs of Abuse or Neglect of Minors, and promptly report suspected instances of abuse or neglect, or violations of this policy or law, as provided in Section 5.0 below.

4.2 All University Personnel, Volunteers and Contractors who plan to operate, host, or initiate university involvement in a program, event, or activity (“Program”) designed to include Minors must provide information to the Office of Compliance and Policy by timely completing and submitting the Protection of Minors Event form.

- Such information shall include each Program’s dates, times, locations, estimated attendance (age range and number of participants), and the contact information for two responsible individuals who will make arrangements for the safety of Minors and other participants in the event of an emergency.
Protection of Minors Event form must be completed (per instructions found on the form) prior to the start of a new Program, and annually for any such Program that is repeated in a new academic year or continues beyond a single academic year.

4.3 All University Personnel, Volunteers and Contractors who are responsible for the supervision or care of Minors, or whose duties would require close contact and/or time alone with Minors who are not enrolled or accepted for enrollment at the university, must complete a criminal background check and sex offender registry check in accordance with the university’s background check policy.

University Personnel, Volunteers and Contractors who only interact in classes or other routine academic settings with Minors who are enrolled or accepted for enrollment at the university are not obligated to complete additional background checks beyond the parameters established by the university’s Background Investigation Policy.

4.4 Non-university organizations and entities that operate non-university Programs on campus (including, but not limited to Recognized Student Organizations, lessees, etc.) are obligated to be familiar with this policy, ensure their staff, volunteers and participants are familiar with this policy, and take appropriate precautions to protect Minors participating in or attending their programs.

4.5 Non-university organizations and entities that operate Programs on Campus involving Minors must inform the appropriate Mines’ contract approval authority in writing if the organization or entity has any knowledge (whether obtained via background investigation or other means) of a criminal conviction or other adverse information regarding its employees, volunteers, or participants, the nature of which could impact the safety and well-being of other individuals on Campus, especially Minors.

Examples of information that must be reported include, but are not limited to: all felony convictions; all convictions of any level that involve Minors; all assault convictions; all convictions of any type that result from injury to others; and any information of a similar nature.

4.6 Mines may exclude from Campus, at its sole discretion, any external Program employee, volunteer, or representative identified pursuant to subsection 4.5. Further, Mines may request any additional information it deems necessary to meet the requirements of this policy.
5.0 REPORTING POTENTIAL HARM TO MINORS

According to Colorado law, every person who has reasonable grounds to believe that a crime has been committed has a duty to promptly report the suspected crime to law enforcement authorities. An individual who reports a suspected crime in good faith is deemed immune from civil liability for reporting. [Section 18-8-115, C.R.S.]

5.1 Emergencies. In case of an emergency, one should immediately call 911.

5.2 All Other Reports of Known or Suspected Abuse or Neglect of Minors.

All University Personnel, Volunteers and Contractors who know, suspect or receive information indicating that a Minor has been abused or neglected, or who have any other concerns about the safety of minors MUST:

- Immediately call the Mines Department of Public Safety at (303) 273-3333, or the appropriate local police department if the university Program is operating off-campus; AND
- Report the incident to either the Dean of Students Office at (303) 273-3231 or the Provost Office at (303) 273-3399, AND other appropriate members of Mines senior leadership.

Anyone who knows or suspects abuse or neglect of Minors may also notify the Jefferson County Department of Human Services, Division of Children, Youth & Families (“CYF”) child abuse hotline at (303) 271-HELP (4357). The hotline is available 24 hours a day, seven days a week. Additional information about reporting can be found at the CYF website.

6.0 ADDRESSING REPORTS OF ABUSE OR NEGLECT

Whenever the university receives a report of alleged abuse or neglect of a minor when the minor is participating in a university Program designed to include Minors, or when the Minor is in the care of University Personnel, Volunteers, or Contractors:

6.1 The person receiving the report shall immediately notify (1) the Mines Department of Public Safety or the local police department if off-campus, AND (2) the Dean of Students Office or the Provost Office, AND other appropriate members of Mines senior leadership even if it is believed notification has already occurred.

6.2 The Mines Department of Public Safety and the Dean of Students or Provost, in consultation with the Office of Legal Services and other appropriate senior leadership, shall:
Policy on the Protection of Minors

Issued: April 24, 2014
Revised:

Responsible Administrative Unit: Office of Compliance and Policy
Policy Contact: Director of Compliance and Policy
Email address: compliance@mines.edu

- Take immediate steps to prevent further harm to the alleged victim or other Minors, including, where appropriate, removing the alleged abuser from the Program or limiting his or her contact with Minors pending resolution of the matter.

- Determine whether the Mines Department of Public Safety, the Golden Police, and/or the Jefferson County CYF Department, have already been notified and, if not, whether such notification is required or appropriate given the circumstances.

- If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the Minor involved.

- Investigate the report and resolve the matter in a way that safeguards Minors, protects the interests of victims and reporters, affords fundamental fairness to the accused, and meets relevant legal requirements.

- Facilitate the School’s cooperation with any investigation conducted by Mines Department of Public Safety, the Golden Police Department, and/or the Jefferson County CYF Department or other governmental agency.

7.0 ENFORCEMENT

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available university sanctions applicable to the individual, including suspension, dismissal, termination, and, where appropriate, exclusion from Campus. Mines may also take any interim actions it deems necessary before determining whether a violation has occurred. The university may terminate relationships or take other appropriate actions against non-Mines entities and individuals deemed in violation of this policy.

8.0 POLICY IMPLEMENTATION AND MODIFICATION

8.1 All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 and engaged in new Programs not in existence at the time of the policy adoption must complete background check requirements prior to participating in the Program, unless a background check was completed within the five (5) years preceding participation in the Program.

8.2 All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 and engaged in existing Programs at the time of the policy adoption must complete background check requirements within 90 days of the policy implementation date, or have had a background check completed within the five (5) years preceding their participation in the Program.
8.3 All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 must complete background check requirements every five (5) years.

8.4 Background check investigation requirements and procedures are set forth in the university's Background Investigation Policy.

8.5 The university will establish procedures and forms as appropriate to implement this policy and monitor compliance.

8.6 Questions about the interpretation or application of this policy should be addressed to the Office of Compliance and Policy, which shall administer and oversee the implementation of the policy in a manner that best achieves its goals.
### 2016 Holiday Schedule

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<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
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<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>
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<tr>
<td>September 5, 2016</td>
<td>Monday</td>
<td>Labor Day</td>
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<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>
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#### Winter Break (12/26/16 through 12/30/16)

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<tbody>
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<td>December 28, 2016</td>
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<tr>
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<td>Winter Break</td>
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<tr>
<td>December 30, 2016</td>
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<td>Winter Break</td>
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### 2017 Holiday Schedule

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<th>Day</th>
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<tbody>
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<td>New Year’s Day</td>
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<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>
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<tr>
<td>July 4, 2017</td>
<td>Tuesday</td>
<td>Independence Day</td>
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<tr>
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<td>November 24, 2017</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
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#### Winter Break (12/25/17 through 12/29/17)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>December 25, 2017</td>
<td>Monday</td>
<td>Christmas Day</td>
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<tr>
<td>December 26, 2017</td>
<td>Tuesday</td>
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<tr>
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<td>Friday</td>
<td>Winter Break</td>
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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.
CSM Services for New Employees

GENERAL INFORMATION

Mines Dining
Employees are welcome at all Mines Dining locations, including the all-you-care-to-eat option at Mines Market (east side of Elm Hall), and a la carte dining locations, such as the Food Court (Student Center), Einstein Bros. Bagels (CTLM), Subway/ Jamba Juice (Rec Center), and Starbucks (Brown).

Classified Employee/Faculty Handbooks
Copies of the School Policies as well as the State of Colorado Employee Handbook for classified staff and the CSM Faculty Handbook are at http://inside.mines.edu/POGO-Human-Resources.

Classified Employee/Faculty Performance Management
Information on performance management may be found at http://inside.mines.edu/Performance_Management.

Payroll
State rule mandates electronic direct deposit of payroll to your bank account. All full-time, regular employees are paid on the last business day of the month. Classified hourly employees are paid on the 15th and the last business day of the month.

Employee Parking
ALL employees are required to register vehicles with Parking Services at ext. 3100. Unregistered vehicles will be ticketed and/or towed.

Tax Sheltered Annuities
Under section 403(b) of the federal tax code, employees of educational institutions are allowed to shelter a portion of their income for retirement. The following plans are available to CSM employees: 401(k), 457, 403(b), and Roth 403(b). Contact the Human Resources office for additional information.

SERVICES

Cash/Check Cashing Service
An ATM machine is located in the front entrance of the Student Center for your convenience. The Cashier’s Office, located on the first floor of the Student Center, will cash personal checks for CSM employees up to $50 per day.

Credit Union
Employees may join the Credit Union of Colorado. The Golden branch is located at 1800 Jackson Street (across from Safeway) (303) 832-4816. The CUOFCO has several locations in the metro area. Visit their website www.cuofco.org for more information.

CSM I.D. Cards (BlasterCard)
All employees must have I.D. cards made in the BlasterCard Office, located in the west side of Elm Hall in the Campus Living Office, ext. 2273. The card enables employees to gain access to offices and buildings, use the library, have access to physical education facilities, and receive a discount at the campus bookstore, the Barnes & Noble in Denver West (see campus bookstore for more
information), and some Golden-area businesses. Spouses of employees may have an I.D. made for a $5.00 fee.

**Notary Public**
Notary services are available in the Registrar, Financial Aid, and Human Resources offices. There is no charge to CSM employees for this service. All parties must be present for witnessing purposes and provide valid identification. All documents must be in English.

**PROGRAMS**

**Tuition “Free” Courses at CSM**
With approval of the supervisor, full-time employees may take up to 3 credit hours per semester or up to 6 credit hours per year of tuition-free courses. Certain fees may apply. Applications for courses must be authorized by the Office of the Vice President for Academic Affairs, Guggenheim Hall. The form for Faculty and Staff to complete if they wish to take courses at CSM is located at [http://inside.mines.edu/Mines_Forms](http://inside.mines.edu/Mines_Forms).

**CSM Discount Program**
This is a program offered to all employees. Discounts are available on ski lift tickets, movie tickets, and a variety of seasonal events. More information is available at the Student Activities Office.

**Work-Life Employee Discount Program**
The State of Colorado has a discount program for state employees. Services include childcare, computers, and cell phone discounts. Discounts are subject to change at any time and offers will vary. Please visit the Work-Life webpage at [http://www.colorado.gov/dpa/dhr/WL/worklife.htm](http://www.colorado.gov/dpa/dhr/WL/worklife.htm) for a listing of the current discounts available to state employees.

**Student Recreation Center**
The Student Recreation Center is a state-of-the-art facility offering a variety of activities, equipment, classes, and programs serving the fitness needs of the Mines community. Membership to the SRC is available to CSM employees and their family members. Visit the SRC website at [http://recsports.mines.edu/recreation-center](http://recsports.mines.edu/recreation-center) for more information on fees, programs, and facilities.

**Outdoor Recreation Center**
Employees may take advantage of the programs offered through the Outdoor Recreation Program. Visit their website at [http://recsports.mines.edu/REC-Outdoor-Recreation](http://recsports.mines.edu/REC-Outdoor-Recreation) for more information on upcoming events. Fees are generally associated with these activities.

Visit CSM’s website at [http://www.mines.edu](http://www.mines.edu) for more information about campus services and information.