

	Alcohol and Other Drugs Education and Prevention Policy	Responsible Administrative Unit: Student Life
	Issued: March 12, 2013 Revised:	Policy Contact: Associate Dean of Students dmorgan@mines.edu

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.

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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

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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.

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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> ;
- Coulter Student Health Center, 303-273-3381, <http://healthcenter.mines.edu> ;
- Student Life Staff; or
- Vice President of Student Life/Dean of Students Office, 303-273-3231.

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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)

REFERENCES [20 U.S.C. § 1011j](#); [34 C.F.R. § 86.1](#) *et seq.*; 55 Fed. Reg. 33,580 (Aug. 16, 1990).

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.

	Policy Prohibiting Sexual Harassment, Sexual Violence, and Interpersonal Violence	Responsible Administrative Unit: Executive Vice President of Administration and Operations
	Issued: March 13, 1992 Revised: February 8, 2019	Policy Contact: Title IX Coordinator Email titleix@mines.edu

1.0 BACKGROUND AND PURPOSE

The Board of Trustees of the Colorado School of Mines (“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; Title 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 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. This Policy shall be interpreted in a manner consistent with academic freedom and free speech so long as those activities do not violate this Policy.

2.0 POLICY

Mines does not discriminate against any person on the basis of sex. Mines will not tolerate any form of sexual harassment, sexual violence, or interpersonal violence (including domestic violence, dating violence and stalking) within the Mines campus community. This policy applies to any form of sexual harassment (including hostile environment sexual harassment), sexual violence, or interpersonal violence committed by or against Mines’ students, faculty, or staff that occurs in the context of employment with Mines or a Mines’ educational program or activity..

To enforce and support this policy, Mines will:

- Respond to reports of sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy;
- Develop, administer, maintain, and update procedures for investigating and resolving complaints that fall within the jurisdiction of this Policy;
- Educate Mines’ students, faculty, and staff regarding policies and procedures related to prevention, reporting, and investigation of sexual harassment, sexual violence, and interpersonal violence;
- Encourage Mines’ community members to appropriately report actual or suspected incidents of sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy;
- Take reasonable action to prevent incidents (or the recurrence of incidents) of sexual harassment, sexual violence, and interpersonal violence that deny or limit the ability of Mines’ students, faculty or staff to participate in or benefit from Mines’ educational and employment programs or activities;

- Provide supportive measures for Mines' students, faculty and staff who have been impacted by sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy.

3.0 COORDINATION WITH OTHER MINES POLICIES

Mines' Unlawful Discrimination policy shall apply to all other forms of harassment or discrimination alleged to have occurred within the Mines campus community. In cases where other Mines policies may have been violated in addition to this policy, this policy and its procedures will govern the investigation and adjudication of the incident(s).

For a detailed discussion of the terms referenced in this Policy, please refer to the definitions set forth in the procedures utilized to implement the Policy (as identified below).

4.0 MANDATORY REPORTING FOR EMPLOYEES

Mines has designated all its employees and certain categories of student employees as mandatory reporters for issues involving sexual harassment, sexual violence, and interpersonal violence. Mandatory reporters are required to contact the Title IX Coordinator and report instances of sexual harassment, sexual violence, and interpersonal violence immediately. Please see the procedures referenced below for more information regarding employee mandatory reporting obligations.

5.0 PROHIBITION AGAINST RETALIATION

This policy prohibits retaliation against any individual for reporting an allegation of sexual harassment, sexual violence, or interpersonal violence; for cooperating or participating in an investigation or another proceeding related to such allegations; or for engaging in activities to oppose sexual harassment, sexual violence, or interpersonal violence. Complaints or incidents of retaliation shall be addressed as separate violations of this policy.

6.0 SANCTIONS FOR VIOLATIONS

A violation of this policy may result in the imposition of sanctions. Sanctions imposed by Mines may include, but are not limited to, the following: mandatory attendance at relevant awareness and prevention training or other educational programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, employment disciplinary action up to and including termination; expulsion; educational sanctions; restitution; and prohibition of entering the Mines campus or attending Mines' sponsored events. Sanctions will be based on the severity of the infraction.

7.0 IMPLEMENTATION

Mines' Board of Trustees directs the President or the President's delegates to develop, administer, and maintain the appropriate administrative policies, procedures and guidelines to implement this policy. The Board further directs the President or the President's delegates to develop, administer, and maintain robust sexual harassment, sexual violence, and interpersonal

violence prevention programs, including appropriate training for students, faculty, and administrative staff.

8.0 RESOURCES

Title IX Coordinator:

Camille A. Torres, Executive Director of Title IX Programs and Title IX Coordinator; Telephone: 303.384.2124; Email: titleix@mines.edu

Policies and Procedures for Complaints regarding Student Behavior:

- Colorado School of Mines Notice of Nondiscrimination
- Procedure for Resolving Complaints of Sexual Harassment, Sexual Violence, and Interpersonal Violence Against Students
- Procedure for Resolving Complaints of Sexual Harassment, Sexual Violence, and Interpersonal Violence Against Employees or Third-Parties

Other Relevant Policies:

- Unlawful Discrimination policy
- Workplace Violence policy
- Amorous Relationships policy
- Amnesty Policy for Students

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.

Amended by the Colorado School of Mines Board of Trustees on February 8, 2019.

	Policy Prohibiting Unlawful Discrimination	Responsible Administrative Unit: Executive Vice President of Administration and Operations Policy Contact: Title IX Coordinator Email titleix@mines.edu
	Issued: March 13, 1992 Revised: February 8, 2019	

1.0 BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees of the Colorado School of Mines (“Mines”) pursuant to the authority conferred upon it by CRS §23-41-104(1) in order to set forth a policy prohibiting unlawful discrimination at Mines.

2.0 POLICY

Mines is committed to inclusivity and access for all persons and strives to create learning and workplace environments that exclude all forms of unlawful discrimination, harassment and retaliation. Mines’ commitment to non-discrimination, affirmative action, equal opportunity, and equal access is reflected in the administration of its policies, procedures, programs, and activities, as well as its efforts to achieve a diverse student body and workforce.

Discrimination on the basis of age, ancestry, creed, marital status, race, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, or military service is unlawful and therefore prohibited. This prohibition applies to all students, faculty, staff, contractors, administrators, trustees, visitors, and volunteers.

This policy and its related procedures apply to Mines employees and pertain to any situation involving unlawful discrimination on the bases of age, ancestry, creed, marital status, race, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, or military service. Please refer to the Unlawful Discrimination Policy Procedures for more information on the procedures utilized for resolving complaints filed under this policy.

Mines will not tolerate retaliation against Mines community members for filing complaints regarding or implicating any of these protected statuses, or otherwise participating in investigations regarding such complaints.

It is a violation of this Policy to intentionally submit a false complaint or file a complaint that is not made in good faith or to provide false or misleading information during an investigation.

3.0 PROCEDURES FOR IMPLEMENTATION AND COMPLAINTS

The Board of Trustees directs the President, or the President’s delegates, to develop, manage, and maintain appropriate procedures and resources to implement this policy. Violators of this policy will be subject to disciplinary action, up to and including termination of employment, expulsion, and termination of contractual relationships with Mines. No one filing a complaint under this policy shall be

permitted to simultaneously file a grievance under the State of Colorado Personnel Board Rules or the Colorado School of Mines Faculty Handbook against the same individual and arising out of the same event(s).

4.0 HISTORY & REVIEW CYCLE

Promulgated by the Mines Board of Trustees on March 13, 1992.

Amended by the Mines Board of Trustees on June 10, 1999; June 22, 2000; June 7, 2003; August 14, 2007; August 29, 2014 and February 8, 2019.

	Policy: Workplace Violence	Page 1 of 4
	Issued: October 10, 2007	Revised:

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

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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.

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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.

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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.

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

1.0 BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees of the Colorado School of Mines (“Mines” or “the University”), pursuant to the authority conferred upon it by C.R.S. §23-41- 104(1). Through this policy, Mines outlines its expectations regarding amorous relationships between Mines’ community members. This policy shall govern if any of its provisions conflict with other Mines policies.

2.0 POLICY

For the protection of all Mines community members, amorous relationships with inherent conflicts of interest and significant power differentials are prohibited unless and until the conflict of interest is disclosed AND removed.

Even if both parties to the amorous relationship appear to have consented, if the parties are in unequal positions relative to one another, this may result in significant power differentials. The existence of a power differential may restrict the less powerful individual's choice to participate freely and willingly in the relationship due to actual or perceived coercion and/or retaliation. Mines considers there to be three categories of amorous relationships: a) those not subject to the restrictions below; b) those that are permitted with appropriate disclosure and conflict of interest monitoring; and c) those that are prohibited. The latter two are discussed below.

2.1 AMOROUS RELATIONSHIPS REQUIRING DISCLOSURE AND CONFLICT OF INTEREST MONITORING

If an amorous relationship between Mines community members does not have a current conflict of interest or power differential, but could reasonably result in either at some point in the future, then disclosure to and monitoring by the appropriate supervisor are required. Examples of amorous relationships that must be disclosed include, but are not limited to:

- Employees who have an amorous relationship with another person over whom they have indirect supervisory responsibilities (e.g., influence over assignments, oversight of hours worked or schedules, input regarding performance, etc.)
- An Instructor who engages in an amorous relationship with a student for whom the Instructor has no current professional responsibility, but where there is a reasonable expectation that the Instructor may have professional responsibility for the student at some point in the future.

2.2 PROHIBITED AMOROUS RELATIONSHIPS

The following amorous relationships are prohibited under all circumstances:

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

- No person in a Position of Trust, as defined below, shall engage in an amorous relationship with a student.
- No Instructor shall engage in an amorous relationship with a student who is enrolled in a course being taught by the Instructor, whose academic performance is supervised by the Instructor, or who volunteers for or performs work of any kind for the Instructor.
- No Supervisor shall engage in an amorous relationship with a person over whom they have direct supervisory responsibilities.
- No Mines employee shall engage in an amorous relationship with another Mines student or employee over whom they have evaluative responsibilities, such as in the context of a thesis or a promotion/tenure committee.

Any such relationship will be presumed to be non-consensual by Mines. Any employee who is aware of such a relationship is a mandatory reporter and must report the existence of a prohibited relationship to the Title IX and Equity Compliance office.

3.0 VIOLATIONS AND SANCTIONS FOR VIOLATIONS

- Engaging in an amorous relationship that is prohibited by this policy constitutes a violation that may result in sanctions up to and including removal of the employee's supervisory, instructional or evaluative responsibilities and/or termination.
- Failing to disclose an amorous relationship as required by this policy constitutes a violation that may result in sanctions up to and including removal of the employee's supervisory, instructional or evaluative responsibilities, and/or termination.
- In cases where a student employee has engaged in an amorous relationship that may have violated this policy, the matter will be referred to the Dean of Students for adjudication.

4.0 RETALIATION PROHIBITION AND SANCTIONS FOR RETALIATION

Mines' employees may not retaliate against an individual for making a report under this Policy or participating in an investigation regarding allegations that fall within the Policy. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination and/or expulsion. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled.

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

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 DEFINITIONS

Amorous relationship: a romantic, dating, or sexual relationship. This definition excludes marital or civil union relationships.

Employee: Any person employed or appointed by Mines, including but not limited to, academic faculty, administrative faculty, state classified staff, graduate assistants, student hourly employees, non-student hourly employees, non-paid staff, authorized volunteers, non-remunerative appointees, and student work-study employees.

Instructor: Any person who performs any teaching, instruction, or coaching duties at Mines, including academic faculty members, instructional staff, athletic coaches, non-remunerative appointees and graduate students with teaching or tutorial responsibilities.

Person in a Position of Trust: Any person employed in a position that could or would compromise the employee's ability to perform his or her duties appropriately if they engaged in an amorous relationship with a Student. Persons in Positions of Trust at Mines include, but are not limited to, employees of the Admissions Office, Registrar's Office, Student Life Division including the Residence Life Office, Center for Academic Services and Advising (CASA), and Public Safety Department.

Student: Any person who is applying to the University or who is currently enrolled at Mines, regardless of age or status.

Supervisor: Any person employed at Mines who occupies a position of authority over another employee with regard to hiring, administering discipline, conducting evaluations, granting salary adjustments, or overseeing or assigning work.

7.0 REVIEW CYCLE AND HISTORY

The policy will be reviewed at least every two years by the Title IX and Equity Officer.

Promulgated by the CSM Board of Trustees on February 14, 1992.

Amended by the CSM Board of Trustees on June 18, 1992.

Amended and Administratively Adopted March 2012.

Amended by the CSM Board of Trustees on July 15, 2016.(formerly known as the "Personal Relationships Policy")

	Procedures for the Amorous Relationships Policy	Responsible Administrative Unit: Administration & Operations
	Procedures Adopted: July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

1.0 BACKGROUND, PURPOSE AND JURISDICTION

On July 15, 2016, the Board of Trustees of the Colorado School of Mines (“Mines”) adopted the [Amorous Relationships Policy](#) (“the Policy”). The Policy prohibits certain amorous relationships involving one or more Mines Employees due to inherent conflicts of interest. The Policy also mandates disclosure of amorous relationships between one or more Employees that could reasonably result in a conflict of interest. This procedure implements the Policy and provides for the following:

- a disclosure process through which Mines Employees can identify amorous relationships;
- institutional responses to rectify current or future conflicts of interest arising from amorous relationships; and
- a process for prompt, fair, and impartial investigation and resolution of complaints arising under the Policy.

2.0 DISCLOSURE PROCESS

- 2.1 When an amorous relationship must be disclosed, it is the responsibility of the person in the higher power position to initiate the disclosure.
- 2.2 The relationship must be reported immediately to the appropriate dean, department head, or supervisor so that suitable arrangements can be made to avoid current and future conflicts of interest.
- 2.3 The disclosure must be in writing and contain the following information:
 - Name and status of the parties to the relationship;
 - Identification of any potential or existing conflicts of interest;
 - Date the relationship began; and
 - Date the disclosure was required under this policy.
- 2.4 The supervisor who receives the disclosure will maintain the confidentiality of the relationship to the extent practicable. Disclosure of the relationship to a third party by the supervisor may be necessary in order for the supervisor to receive advice from the Human Resources or other campus departments, to explain a change in assignments, etc.
- 2.5 The supervisor will provide a copy of the disclosure document to the Title IX and Equity Compliance office to avoid any confusion in the event that office receives a complaint about the amorous relationship.

	Procedures for the Amorous Relationships Policy	Responsible Administrative Unit: Administration & Operations
	Procedures Adopted: July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

3.0 CONFLICT OF INTEREST RESOLUTION AND/OR MITIGATION

- 3.1 Disclosure of an amorous relationship may result in the removal of the supervisory, evaluative, or instructional responsibilities from the person in the higher position as deemed necessary by the supervisor.
- 3.2 Even if the conflict of interest can be resolved, the person in the higher position shall be held accountable for any unprofessional behavior resulting from the amorous relationship.

4.0 COMPLAINT

- 4.1 Complaints regarding amorous relationships or suspected amorous relationships will be referred to the Title IX and Equity Compliance office.
- 4.2 All complaints will be resolved through the Procedures for Resolving Complaints of Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Against Employees or Third Parties, which are found in the [Mines' Policy Library](#).
- 4.3 In cases where a complaint is received about a student employee engaging in an amorous relationship that may have violated the Student Code of Conduct, the matter will be referred to the Dean of Students for adjudication.

5.0 SANCTIONS

- 5.1 Failure to disclose an amorous relationship referenced in the Policy may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.
- 5.2 Misrepresentation of the circumstances of the amorous relationship by the disclosing party may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.

6.0 REVIEW CYCLE AND HISTORY

These procedures shall be reviewed concurrently with the Amorous Relationships Policy. Procedures Administratively Adopted July 15, 2016.

NOTICE REGARDING RIGHTS OF PREGNANT APPLICANTS AND EMPLOYEES

Employees and applicants for employment in the State of Colorado may not be discriminated against or subjected to unfair employment practices because of pregnancy, health conditions related to pregnancy, or recovery from childbirth. Employees and applicants may request reasonable accommodations to perform the essential functions of the job for health conditions related to pregnancy or the physical recovery from childbirth

- If an applicant or an employee requests accommodation related to pregnancy, physical recovery from childbirth, or a related condition, Mines shall engage in a timely, good-faith, and interactive process with the employee or applicant to determine effective, reasonable accommodations.
- Requested accommodations will be granted unless the accommodation would impose an undue hardship on Mines' business operations.
- An applicant for employment may request reasonable accommodations to perform the essential functions of the job for health conditions related to pregnancy or the physical recovery from childbirth unless the accommodation would impose an undue hardship on the employer's business;
- Mines will not take adverse action against an employee who requests or uses a reasonable accommodation related to pregnancy, physical recovery from childbirth, or a related condition;
- Mines will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation related to the applicant's or employee's pregnancy, physical recovery from childbirth, or a related condition;
- Mines will not require an applicant or employee affected by pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation that the applicant or employee has not requested.
- Mines will not require an applicant or employee affected by pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation that is unnecessary for the applicant or employee to perform the essential functions of the job.
- Mines will not require an employee to take leave if the employer can provide another reasonable accommodation for the employee's pregnancy, physical recovery from childbirth, or related condition.

Mines may require an employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing an accommodation.

	Policy on the Protection of Minors	Responsible Administrative Unit: Office of Compliance and Policy
	Issued: April 24, 2014 Revised:	Policy Contact: Director of Compliance and Policy Email address: compliance@mines.edu

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.

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- 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.

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- [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.

	Policy on the Protection of Minors	Responsible Administrative Unit: Office of Compliance and Policy
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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:

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- *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.

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- 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.

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.

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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

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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.



Holiday Schedule 2018 & 2019

January 1, 2018	Monday	New Year's Day
January 15, 2018	Monday	Martin Luther King Day
May 28, 2018	Monday	Memorial Day
July 4, 2018	Wednesday	Independence Day
September 3, 2018	Monday	Labor Day
November 22, 2018	Thursday	Thanksgiving Day
November 23, 2018	Friday	Day after Thanksgiving (In lieu of Presidents' Day)

Winter Break (12/25/18 through 12/31/18)

December 25, 2018	Tuesday	Christmas Day
December 26, 2018	Wednesday	In lieu of Columbus Day
December 27, 2018	Thursday	Designated by the President
December 28, 2018	Friday	Designated by the President
December 31, 2018	Monday	In lieu of Veterans' Day

2019 Holiday Schedule

January 1, 2019	Tuesday	New Year's Day
January 21, 2019	Monday	Martin Luther King Day
May 27, 2019	Monday	Memorial Day
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
November 28, 2019	Thursday	Thanksgiving Day
November 29, 2019	Friday	Day after Thanksgiving (In lieu of President's Day)

Winter Break (12/25/19 through 12/31/19)

December 25, 2019	Wednesday	Christmas Day
December 26, 2019	Thursday	In lieu of President's Day
December 27, 2019	Friday	In lieu of Columbus Day
December 30, 2019	Monday	Designated by the President
December 31, 2019	Tuesday	Designated by the President

Holiday guidance is specified in the Faculty Handbook, Section 5.4.6 which reads in part:

CSM celebrates Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Independence Day as holidays. Other days will be designated by the President annually as school holidays in lieu of state and national holidays that conflict with the educational program.

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 Periodic Table / WOW Café / Habañeros / Starbucks (Student Center), Einstein Bros. Bagels (CTLM), SubConnection / Jamba Juice (Rec Center), and Blaster's Brew (Starbucks & Simply to Go) (Brown Hall).

Classified Employee/Faculty Handbooks

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

Classified Employee/Faculty Performance Management

Information on performance management is 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 <https://inside.Mines.edu/Parking>. 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. 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 Mines 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.

Mines I.D. Cards (BlasterCard)

All employees must have I.D. cards made in the BlasterCard Office, located on the first floor of the Student Center, room E140, 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 Mines 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 Mines

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 Mines is located at http://inside.Mines.edu/Mines_Forms.

Mines 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 **SAIL** Office (Student Activities, Involvement, and Leadership).

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> for a listing of the current discounts available to state employees.

Student Recreation Center

The Student Recreation Center (SRC) 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 Mines employees and their family members. Visit the SRC website at <https://tour.mines.edu/student-recreation-center-src/> 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 <https://tour.mines.edu/outdoor-recreational-center-orc/> for more information on upcoming events. Fees are generally associated with these activities.

Visit Mines’ website at <http://www.Mines.edu> for more information about campus services and information.

Visit <https://www.colorado.gov/dhr/jobs> for information about state employment.



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C-SEAP Privacy Notice

Colorado State Employee Assistance Program

NOTICE OF PRIVACY PRACTICES

Effective April 14, 2004

Amended June 30, 2014

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Why have you been sent this notice?

The Department of Personnel & Administration (the Department) is required under the Medical Privacy Rules of the Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d *et seq.*, and its implementing regulations, 45 C.F.R. Parts 160 and 164, to provide all state employees eligible to participate in certain health plans with this notice of privacy practices. This notice concerns the personal, protected health information you may provide to the State of Colorado's Employee Assistance Plan (C-SEAP).

In general, access to your personal information is restricted to C-SEAP counselors and those C-SEAP employees who need to know the information in order to provide services to you. C-SEAP maintains appropriate administrative, physical, and technical safeguards to protect the privacy and security of your information.

C-SEAP is committed to protecting the confidentiality of your health information, and is required by law to do so. This notice describes how we may use your health information within C-SEAP and how we may disclose it to others outside C-SEAP. This notice also describes the rights you have concerning your own health information. Please review it carefully and let us know if you have questions.

C-SEAP is required by law to:

- Make sure your health information is protected;

- Give you this notice describing our legal duties and our privacy and security practices for your protected health information; and
- Follow the practices described in this notice.

How C-SEAP may use and disclose your health information:

C-SEAP abides by all applicable state and federal laws related to the protection of your health information. We may use or disclose, to the minimum amount of information that is reasonably necessary, your health information without your signed permission in certain limited ways, including:

1. *Treatment:* C-SEAP may use or disclose your information for treatment purposes. For example, C-SEAP may share information with another provider to consult on how to best care for you. For another example, C-SEAP may contact you to remind you of an upcoming appointment, to inform you about possible treatment options or alternatives, or to tell you about health-related services available to you.
2. *Payment:* C-SEAP may use and disclose your health information to get paid for the services that we provide to you. For example, C-SEAP may share summary enrollment and utilization data with the Department for purposes of monitoring workload, resource allocation and budgeting. All summary information disclosed to the Department is de-identified and does not disclose the name or treatment information of any patient.
3. *Health care operations:* C-SEAP may use or disclose health information about you for C-SEAP operations. For example, C-SEAP may use or disclose health information for quality assessment and improvement activities; competency assurance activities; health reviews, audits, or legal services; business planning, development, management, and administration; and business management and general administrative activities, including de-identifying protected health information or creating a limited data set.
4. *Individuals involved in your care or payment for your care:* C-SEAP may rely on your informal permission to disclose protected health information to your family, relatives, friends, or other persons you identify when such information is directly relevant to the person's involvement in your care or payment for care. C-SEAP also may rely on your informal permission to use or disclose protected health information for the purpose of notifying (including identifying or locating) family members, personal representatives, or others responsible for your care of your location, general condition, or death. In addition, your health information may be disclosed for notification purposes to public or private entities authorized by law or charter to assist in disaster relief efforts.

5. *As required by law:* C-SEAP will disclose health information about you when required or authorized to do so by federal, state, or local laws. For example, C-SEAP providers are required to report child abuse or neglect, or at-risk elder abuse. In another example, C-SEAP may be required to give information to Workers' Compensation Programs for work-related injuries.
6. *To avert a serious threat to health or public safety:* In limited circumstances, C-SEAP may use and disclose health information about you when necessary to prevent or lessen a serious and imminent threat to your health and safety or the health and safety of the public or another person.
7. *For health oversight activities:* C-SEAP may disclose health information to governmental, licensing, auditing and accrediting agencies as authorized or required by law.
8. *For research purposes:* C-SEAP may use or disclose your health information for research projects, such as studying the effectiveness of a treatment that you received. These research projects must go through a special process that protects the confidentiality of your medical information.
9. *For judicial and administrative proceedings:* C-SEAP may disclose protected health information in a judicial or administrative proceeding if the request for the information is through an order from a court or administrative tribunal.
10. *Public safety purposes:* In limited circumstances, C-SEAP may disclose information for public safety purposes. For example, C-SEAP may disclose information to law enforcement officials in response to a search warrant or a grand jury subpoena. C-SEAP may also disclose information to assist law enforcement officials in identifying or locating a person, to prosecute a crime of violence, to report deaths that may have resulted from criminal conduct, and to report criminal conduct. C-SEAP may also disclose your information to law enforcement officials and others to prevent a serious threat to health or safety.
11. *For deceased clients:* C-SEAP may disclose information concerning deceased clients to coroners, medical examiners, or funeral directors to assist them in carrying out their duties. C-SEAP also may disclose limited information to family members or others unless doing so is inconsistent with any prior expressed preference of the client.
12. *Other uses and disclosures:* C-SEAP will seek your authorization if it wishes to use or disclose your information for a purpose that is not discussed in this notice. If you

authorize C-SEAP to use or disclose health information on your behalf, you may take back that authorization any time, unless C-SEAP has already acted on your authorization. If you would ever like to revoke your authorization, please notify C-SEAP in writing.

Information you disclose to C-SEAP is not a public record under Colorado law and is not subject to disclosure to the public.

What are your rights?

You have the right to:

- Inspect or copy your protected health information (fees may apply), with certain exceptions, such as information collected for certain legal proceedings. Protected health information will be provided to you in the form of a summary, or C-SEAP may provide an explanation of the protected health information, when you agree in advance to such summary or explanation. C-SEAP may deny access under certain circumstances, and review may be available for such denials.
- Request additions or corrections to your protected health information. C-SEAP will consider your request but is not legally required to agree to it.
- Request that C-SEAP restricts how it uses or discloses your health information. C-SEAP will consider your request but is not legally required to agree to it.
- Request that C-SEAP communicate with you about health matters in a manner that you feel is more confidential. For example, you can ask us not to call your home, but to communicate with you only by mail.
- Receive an accounting of how C-SEAP has disclosed your information for reasons other than disclosures requested by you.
- Be notified following any breach of unsecured protected health information. C-SEAP will notify you if your health information has been breached.
- Obtain a paper copy of this notice upon request.

Changes to this notice:

From time to time, C-SEAP may change its practices concerning how we use or disclose protected health information, or how we will implement patient rights concerning their information. We reserve the right to change this notice and to make the provisions in our new notice effective for all health information we maintain. If we change these practices, we will publish a revised notice of privacy practices. You can get a copy of our current notice at any time at any C-SEAP facility, by requesting one from the Compliance/Privacy Officer, or by going to the website at: www.colorado.gov/c-seap.

To contact us:

Please contact C-SEAP about any problems or concerns you have with your privacy rights or how C-SEAP uses or discloses your health information. If you feel that your privacy rights have been violated or if you need more information, please contact the Privacy Officer at the following address:

Colorado Department of Personnel & Administration

Colorado State Employee Assistance Program

Attention: Privacy Officer

1525 Sherman Street

Denver, CO 80203

All complaints will be investigated and you will not be retaliated against in any way for filing a complaint. If you believe that your rights have been violated, you may also file a complaint with the Secretary of Health and Human Services in Washington D.C.

Amended: June 30, 2014

Attachment	Size
 CSEAP PRIVACY NOTICE.pdf	76.24 KB

Faculty and Classified Staff Healthcare Marketplace Information

As you are likely aware, the Patient Protection and Affordable Care Act (PPACA), also known as Healthcare Reform, was enacted in 2010. A number of provisions of the act will begin to apply in 2014 and beyond including the requirement for all individuals to have health insurance and the creation of the Health Insurance Marketplace (Marketplace). Starting in 2014 most individuals will be mandated to carry minimum essential coverage or face a possible financial penalty.

Faculty

Faculty with an anticipated appointment of at least nine months working at least 50% effort of a full time equivalent position are provided employer sponsored health insurance through Mines. Mine's pays the entire cost of the health insurance premium. Mines health insurance is considered affordable under PPACA and meets PPACA's minimum value requirements.

Temporary Faculty

Effective January 1, 2015, Mines will offer employer sponsored health coverage to salaried temporary Mines employees meeting certain requirements. Salaried temporary faculty, such as Adjunct Faculty, working a minimum of 75% effort, will be eligible for health insurance through Mines. For information regarding premiums, waiting periods, and plan information please see the Mines Benefits webpage. This coverage is considered affordable and meets PPACA's minimum value requirements.

Temporary Hourly Faculty

Effective January 1, 2015, Mines will offer employer sponsored health coverage to Temporary Hourly Faculty meeting certain requirements. Mines will average hours for Temporary Hourly Faculty over a one year measurement period starting January 1, 2014, for ongoing employees and, as of the hire date for new employees hired after January 1, 2014. Temporary Hourly Faculty averaging 30 or more hours per week will be offered coverage for a minimum of one year, regardless of hours worked, if they remain an active Mines employee. For information regarding premiums, waiting periods, and plan information please see the Mines Benefits webpage. This coverage is considered affordable and meet's PPACA's minimum value requirements.

Classified Staff

Permanent State Classified employees are currently offered health insurance through the State of Colorado and both Mines and the employee pay a portion of the premium. Temporary State Classified employees are not currently offered coverage. This health insurance is considered affordable under PPACA and meets PPACA's minimum value requirements.

Faculty and Classified Staff

Although anyone may purchase coverage through the Marketplace, individuals who have affordable essential health coverage available through their employer may not be eligible for premium subsidies from the Marketplace in some circumstances. Also, Benefits Eligible Faculty or Classified Staff who

purchase coverage through the Healthcare Marketplace will not be eligible for contributions from Mines toward Marketplace plan premiums. Individuals who do not have access to affordable coverage through their employer may be entitled to a premium subsidy through the Marketplace based on their household income. Please check with the Connect for Colorado Marketplace for full details regarding eligibility and subsidies.

In compliance with PPACA we are required to provide you with the attached notice. It provides basic information regarding the School of Mines, the insurance we offer, and the Health Insurance Marketplace in general. If you decide to apply for coverage through the Colorado Health Insurance Marketplace, you will be asked to provide certain information contained in this notice.

If you have questions regarding the Health Insurance Marketplace including Connect for Colorado (Colorado's Marketplace), more information is available from the following resources:

Healthcare.gov (Federal Government Website): www.healthcare.gov

Connect for Health Colorado (State of Colorado Health Insurance Marketplace):
www.connectforhealthco.com



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 5-31-2020)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact _____.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact about employee health coverage at this job?			
11. Phone number (if different from above)		12. Email address	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

•With respect to dependents:

We do offer coverage. Eligible dependents are:

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? _____

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)