

Student Forms Checklist

Undergraduate/Graduate Mines Student Employees

Students employed by Mines **must** turn in the following items along with a Mines Student Employment Contract to the Mines Administrative Processing Services (MAPS) Office **before** starting employment.

Undergraduate/Graduate Students:

- ✓ I-9 Form: Employment Eligibility Verification (NOTE: We must have **original** forms of identification to go along with this document i.e. social security card, license, passport, etc.).
- ✓ Social Security Card: **YOU ARE NOT ALLOWED TO WORK OR RECEIVE A PAYCHECK WITHOUT SUBMITTING YOUR SOCIAL SECURITY CARD. Please remember to bring your card with you to the MAPS Office. This is a separate requirement from the I-9 identification.**
- ✓ Form I-551 Permanent Resident Card (if applicable)
- ✓ EEO Gender & Ethnicity Voluntary Self-Disclosure Form
- ✓ EEO Individuals with Disabilities & Veterans Voluntary Self-Disclosure Form
- ✓ Emergency Contact Form
- ✓ Certification of Policy Receipt
- ✓ Amorous Relationships Policy
- ✓ Colorado Pregnancy Accommodation Posting
- ✓ SpeakUp@Mines Acknowledgment
- ✓ FERPA Confidential Data Agreement
- ✓ Drug-Free Workplace Policy
- ✓ Work-Related Injuries or Illness Policy
- ✓ Social Security Form SSA-1945
- ✓ W-4 Form: Employee's Withholding Allowance Certificate
- ✓ Electronic Deposit Form & Voided Check (Colorado Fiscal Rules (Rule 9-2) requires that all employees be on a Direct Deposit Payroll Program)
- ✓ Faculty Oath (Required of all Graduate Research/Teaching Assistants)

International Students Only (in addition to the forms above)

- ✓ Work Authorization Letter from the Mines International Office
- ✓ I-94: Arrival/Departure Record
- ✓ I-20 or DS-2019: Certificate of Eligibility for Nonimmigrant (F-1) Student Status - for Academic and Language Students (I-20), Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019)
- ✓ Visa

Summer Student Contracts Only

TIAA Enrollment is required of all students working on the Mines campus during the summer who are not enrolled in summer courses. Mines does not participate in Social Security (FICA) withholding; but by federal law must have a replacement program in place. TIAA is the FICA replacement retirement fund deducted from the pay in lieu of FICA taxes. Unlike with Social Security tax withholdings, students can apply for a refund of these funds once they permanently end their employment at Mines. If a working student is not enrolled in summer courses, TIAA enrollment will be set-up automatically by the Payroll Office. Students may review or make changes to their account by visiting www.TIAA.org.

Background Checks

Effective 07/01/2011 – Employment is contingent upon the successful completion of a Background Check for all new hire Graduate students, all new hire Undergraduate students employed by Athletics Camps, America Reads Tutors (FA), Bursar's/Cashier's, Controller's/Payroll Office, CSM Foundation Digger Dialers, HR, Legal, Museum, Public Safety, Residence Life, Registrar, operate a motor vehicle, or works with minors.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address			Employee's Telephone Number

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

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

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

Employer Completes Next Page



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

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

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

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative Human Resources Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name Colorado School of Mines		
Employer's Business or Organization Address (Street Number and Name) 1500 Illinois Street		City or Town Golden	State CO	ZIP Code 80401

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

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

AFFIRMATIVE ACTION STATEMENT

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

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

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

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

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

COLORADO SCHOOL OF MINES

Emergency Contact Information

Today's Date: _____

Employee name: _____

Employee home phone number: _____ Cell _____

First/Last name for contact in case of emergency: _____

Contact person's street address: _____

City, State, Zip _____

Contact person's phone number: home: _____ work: _____

Relationship to employee: _____

Names and telephone numbers of persons to contact if primary contact is unavailable:



**Colorado School of Mines
Equal Employment Opportunity (EEO) Gender & Ethnicity
Self Disclosure Form**

Colorado School of Mines is an equal employment opportunity employer. In order to comply with EEOC, OFCCP and Affirmative Action regulations, the School is required to compile summary data on the gender and ethnicity of its applicants and incumbent employees.

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

Today's Date: _____	Department: _____
CWID: _____ (Or last 4-digits of SSN)	Name: _____
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	

Ethnic Origin:

- Not Hispanic or Latino (Spanish Origin)**
- Hispanic or Latino (Spanish Origin)** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Racial Origin

Please select one or more racial categories:

- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** – A person having origins in any of the black racial groups of Africa.
- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.



**Colorado School of Mines
Individuals with Disabilities and Covered Veterans
Self-Disclosure Form**

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

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

Today's Date: _____ Department: _____

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

Faculty Staff Student Employee

Individuals with a Disability

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

Do you consider yourself an individual with a disability? Yes No
If you need to request reasonable accommodation(s) or service(s) that would aid you in performing the essential functions of your current position, please contact the Office of Human Resources.

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

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

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

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

Newly Separated Veteran - Are you a Veteran recently separated from service in the last 3 years?
Date of Separation: _____

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

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

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

I do **not** wish to provide this information to Colorado School of Mines.

Colorado School of Mines Student Certification of Policy and Notice Receipt

Policy Names:

Work-Related Illness and Injury
Drug Free Workplace Policy
Alcohol and Other Drugs Education and Prevention Policy
Amorous Relationships Policy (issued 07/15/2016)
Procedures for the Amorous Relationships Policy (adopted 07/15/2016)
Colorado Pregnancy Accommodation Posting (effective 08/10/2016)
FERPA Confidential Student Data Agreement
Policy Prohibiting Sexual Harassment, Sexual Violence, and Interpersonal
Violence (revised 02/08/2019)
Health Insurance Marketplace Notice

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

_____ CWID _____
Please Print Name

_____ Dept. _____
Signature

Date _____



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.



Campus Colleagues,

Creating an ethical and safe workplace is of the utmost importance to Mines leadership. Mines expects its faculty, staff, graduate teaching and research assistants, undergrad student employees, and volunteers to perform the duties of their positions ethically and with integrity. Section 6 of the Faculty Handbook, Section 4 of the State Employee Handbook, and the Student Code of Conduct provide more detailed explanations of these expectations.

We all share the responsibility of creating a highly ethical, positive campus environment. This includes the responsibility to *SpeakUP* when you see or experience misconduct of any kind. Mines provides various mechanisms to assist and encourage individuals to come forward with reports or concerns about suspected misconduct and compliance issues. While partnering with your supervisor or department head to address concerns is best, we understand that there may be times when you feel uncomfortable pursuing such interactions.

Mines has a third-party reporting system called [SpeakUP@Mines](#). This system allows you to use an outside party to advise Mines of misconduct or areas of concern. Your concerns can be anonymous if you so choose when making a report. The [SpeakUP@Mines webpage](#) contains reporting and contact information.

The [Whistleblower Policy](#) provides protection to report without fear of reprisal or retaliation. Whistleblower reports made to a supervisor or department head are to be forwarded immediately to the Director of Internal Audit upon receipt by the supervisor or other personnel.

*The reporting tool is not designed or intended for day-to-day disagreements or differences of perspective (these issues should be addressed with your supervisor, department head, or leadership team member). The reporting tool is **NOT** for emergencies—call 9-1-1 to obtain immediate assistance from Campus Police.*

~~~~~

I, the undersigned Colorado School of Mines employee, acknowledge receiving the above information. I understand I am supposed to perform my job duties ethically and with integrity. My signature below indicates my acknowledgement of this responsibility.

\_\_\_\_\_  
 Employee Name (please print legibly)

\_\_\_\_\_  
 CWID

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employing Department



## FERPA Family Educational Rights and Privacy Act of 1974 Confidential Student Data Agreement for All Mines Employees

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

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

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

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

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

### Directory Information

The Colorado School of Mines will release the following Directory Information on any student (but not in aggregate lists), unless the student signs a request to limit its release. This "stop of release" will remain in effect until the Registrar's Office is notified by the student. Notification to remove the stop of release must be made in person or writing by the student, and notarized. The following data items are classified as Mines Directory Information.

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

### Parental Access to a Student's Educational Record

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

The Registrar's Office keeps the consent form on file when it is completed in person in the Registrar's Office. Should a parent contact a Mines faculty/staff member regarding their child, records must first be checked for this release authorization prior to the release of any non-directory information.

In the case that the parent wants access to non-directory information, the student is not available to sign the release, and the student is a dependent of the parent according to the IRS code, the parent needs to provide a copy of the first



page of the 1040 IRS tax forms filed for the most current year with the dependency information included. Income amounts may be blacked out for privacy. This copy must be notarized and provided to the Registrar's Office. This form must be provided for each year during the student's enrollment in order for the parent to continue receiving full non-directory information concerning their student.

**Posting of Grades and Release of Information by Faculty**

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

**Media Relations**

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

**"I don't have any information about that person."**

Even the word 'student' in this context could imply that the person is a Mines student, please use the word person.

**WHEN IN DOUBT, DON'T GIVE IT OUT!**

For specific questions regarding FERPA requirements contact the Registrar's Office or University Legal Counsel.

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

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HEREIN:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

CWID: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

## **PROCEDURES WORK-RELATED INJURIES OR ILLNESS**

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

St Anthony's Hospital  
11600 W. 2<sup>nd</sup> Place  
Lakewood, CO 80228  
(720) 321-0000

SCL Health Lutheran Hospital  
8300 W. 38<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
(303) 425-4500

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

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

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

Concentra Medical Center  
11185 W. 6<sup>th</sup> Avenue  
Lakewood, CO 80215  
(303) 239-6060

Front Range Occupational Medicine  
770 Simms St, Suite 100  
Golden, CO 80401  
(303) 635-6337

SCL Health Systems  
9830 W. I-70 Frontage Rd S.  
Wheat Ridge, CO 80033  
(303) 467-4100

Rocky Mountain Medical Group  
605 Parfet St, Ste. 105  
Lakewood, CO 80228  
(303) 986-9610 (Urgent Care Only)

SCL Health Systems Occupational Health  
12790-A W. Alameda Parkway  
Lakewood, CO 80228 (303) 403-6350

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



2. In non-emergency situations prior to going to a provider you, or your supervisor, must notify the Human Resources Office at (303) 273-3052 as soon as possible but no later than four days after the date of injury or illness. We will request that you come to the Human Resources Office (1600 Jackson St, Ste 370.) where you will be asked to complete a 1<sup>st</sup> Report of Injury form and will be provided with treatment authorizations for both SLC Health Systems Occupational Health, Concentra Medical Centers, and Rocky Mountain Medical Group. If you are unable to file the 1<sup>st</sup> Report of Injury, your supervisor may do it on your behalf. We ask that you complete your 1<sup>st</sup> Report of Injury no later than the 1<sup>st</sup> business day following your treatment.

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

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

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

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

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

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

## EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

1. I understand the policies and my obligations thereunder; and
2. I agree to abide by the terms of the policy statement; and
3. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

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EMPLOYEE SIGNATURE

---

DEPARTMENT

---

DATE

---

## Statement Concerning Your Employment in a Job Not Covered by Social Security

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Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Employer Name Colorado School of Mines Employer ID# 84-6000551

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

### Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

### Government Pension Offset Provision

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

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

### For More Information

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

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

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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## Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse, surviving spouse, or an ex-spouse.

Employers must:

- o Give the statement to the employee prior to the start of employment;
- o Get the employee's signature on the form; and
- o Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/online/ssa-1945.pdf](http://www.socialsecurity.gov/online/ssa-1945.pdf). Paper copies can be requested by email at [ofsm.oswm.rqct.orders@ssa.gov](mailto:ofsm.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.

**DIRECT DEPOSIT FORM \*RETURN TO PAYROLL\***

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

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

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

**Enroll** in Direct Deposit\*     **Replace** Current Account\*     **Additional** Checking/Savings\*

*\*Voided check or Bank Authorization form **REQUIRED***

**CANCEL** existing Direct Deposit (Close Account)

Name: \_\_\_\_\_ CWID #: \_\_\_\_\_

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

Savings:  \_\_\_\_\_ Routing No \_\_\_\_\_  
Checking:  \_\_\_\_\_ Account No: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Bank Phone No. \_\_\_\_\_  
(if known)

**Secondary Account:** [Amount Specified]

Savings:  \_\_\_\_\_ Routing No \_\_\_\_\_  
Checking:  \_\_\_\_\_ Account No: \_\_\_\_\_  
**Specific \$ Amount:** \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Bank Phone No. \_\_\_\_\_  
(if known)

CSM Department: \_\_\_\_\_ CSM Extension or Contact No.: \_\_\_\_\_

(Check one)  Undergraduate     Graduate     Classified     Temp. Classified     Faculty     Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please TAPE your voided check here. DO NOT STAPLE



## Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
 ▶ **Give Form W-4 to your employer.**  
 ▶ **Your withholding is subject to review by the IRS.**

# 2020

|                                                     |                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                              |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b><br><b>Enter Personal Information</b> | (a) First name and middle initial                                                                                                                                                                                                                                                                                                                 | Last name | (b) Social security number                                                                                                                                                                                   |
|                                                     | Address                                                                                                                                                                                                                                                                                                                                           |           | ▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> . |
|                                                     | City or town, state, and ZIP code                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                              |
|                                                     | (c) <input type="checkbox"/> <b>Single or Married filing separately</b><br><input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er))<br><input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |           |                                                                                                                                                                                                              |

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

|                                             |                                                                                                                                                                                                                                                   |             |    |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|
| <b>Step 3:</b><br><b>Claim Dependents</b>   | If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):                                                                                                                                                           |             |    |
|                                             | Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____                                                                                                                                                                     |             |    |
|                                             | Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____                                                                                                                                                                             |             |    |
|                                             | Add the amounts above and enter the total here . . . . .                                                                                                                                                                                          | <b>3</b>    | \$ |
| <b>Step 4 (optional): Other Adjustments</b> | (a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . | <b>4(a)</b> | \$ |
|                                             | (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .                                        | <b>4(b)</b> | \$ |
|                                             | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .                                                                                                                                                | <b>4(c)</b> | \$ |

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ \_\_\_\_\_ ▶ \_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.) **Date**

|                       |                             |                          |                                      |
|-----------------------|-----------------------------|--------------------------|--------------------------------------|
| <b>Employers Only</b> | Employer's name and address | First date of employment | Employer identification number (EIN) |
|                       |                             |                          |                                      |

## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

**Exemption from withholding.** You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b) – Multiple Jobs Worksheet** *(Keep for your records.)*



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
  
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
  
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
  
- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b) – Deductions Worksheet** *(Keep for your records.)*



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income . . . . . **1** \$ \_\_\_\_\_
  
- 2 Enter:  $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
  
- 3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
  
- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
  
- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

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

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

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



**Married Filing Jointly or Qualifying Widow(er)**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|------------------------------------------------|-----------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|                                                | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$0                                           | \$220             | \$850             | \$900             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,210           | \$1,870             | \$1,870             |
| \$10,000 - 19,999                              | 220                                           | 1,220             | 1,900             | 2,100             | 2,220             | 2,220             | 2,220             | 2,220             | 2,410             | 3,410             | 4,070               | 4,070               |
| \$20,000 - 29,999                              | 850                                           | 1,900             | 2,730             | 2,930             | 3,050             | 3,050             | 3,050             | 3,240             | 4,240             | 5,240             | 5,900               | 5,900               |
| \$30,000 - 39,999                              | 900                                           | 2,100             | 2,930             | 3,130             | 3,250             | 3,250             | 3,440             | 4,440             | 5,440             | 6,440             | 7,100               | 7,100               |
| \$40,000 - 49,999                              | 1,020                                         | 2,220             | 3,050             | 3,250             | 3,370             | 3,570             | 4,570             | 5,570             | 6,570             | 7,570             | 8,220               | 8,220               |
| \$50,000 - 59,999                              | 1,020                                         | 2,220             | 3,050             | 3,250             | 3,570             | 4,570             | 5,570             | 6,570             | 7,570             | 8,570             | 9,220               | 9,220               |
| \$60,000 - 69,999                              | 1,020                                         | 2,220             | 3,050             | 3,440             | 4,570             | 5,570             | 6,570             | 7,570             | 8,570             | 9,570             | 10,220              | 10,220              |
| \$70,000 - 79,999                              | 1,020                                         | 2,220             | 3,240             | 4,440             | 5,570             | 6,570             | 7,570             | 8,570             | 9,570             | 10,570            | 11,220              | 11,240              |
| \$80,000 - 99,999                              | 1,060                                         | 3,260             | 5,090             | 6,290             | 7,420             | 8,420             | 9,420             | 10,420            | 11,420            | 12,420            | 13,260              | 13,460              |
| \$100,000 - 149,999                            | 1,870                                         | 4,070             | 5,900             | 7,100             | 8,220             | 9,320             | 10,520            | 11,720            | 12,920            | 14,120            | 14,980              | 15,180              |
| \$150,000 - 239,999                            | 2,040                                         | 4,440             | 6,470             | 7,870             | 9,190             | 10,390            | 11,590            | 12,790            | 13,990            | 15,190            | 16,050              | 16,250              |
| \$240,000 - 259,999                            | 2,040                                         | 4,440             | 6,470             | 7,870             | 9,190             | 10,390            | 11,590            | 12,790            | 13,990            | 15,520            | 17,170              | 18,170              |
| \$260,000 - 279,999                            | 2,040                                         | 4,440             | 6,470             | 7,870             | 9,190             | 10,390            | 11,590            | 13,120            | 15,120            | 17,120            | 18,770              | 19,770              |
| \$280,000 - 299,999                            | 2,040                                         | 4,440             | 6,470             | 7,870             | 9,190             | 10,720            | 12,720            | 14,720            | 16,720            | 18,720            | 20,370              | 21,370              |
| \$300,000 - 319,999                            | 2,040                                         | 4,440             | 6,470             | 8,200             | 10,320            | 12,320            | 14,320            | 16,320            | 18,320            | 20,320            | 21,970              | 22,970              |
| \$320,000 - 364,999                            | 2,720                                         | 5,920             | 8,750             | 10,950            | 13,070            | 15,070            | 17,070            | 19,070            | 21,290            | 23,590            | 25,540              | 26,840              |
| \$365,000 - 524,999                            | 2,970                                         | 6,470             | 9,600             | 12,100            | 14,530            | 16,830            | 19,130            | 21,430            | 23,730            | 26,030            | 27,980              | 29,280              |
| \$525,000 and over                             | 3,140                                         | 6,840             | 10,170            | 12,870            | 15,500            | 18,000            | 20,500            | 23,000            | 25,500            | 28,000            | 30,150              | 31,650              |

**Single or Married Filing Separately**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|------------------------------------------------|-----------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|                                                | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$460                                         | \$940             | \$1,020           | \$1,020           | \$1,470           | \$1,870           | \$1,870           | \$1,870           | \$1,870           | \$2,040           | \$2,040             | \$2,040             |
| \$10,000 - 19,999                              | 940                                           | 1,530             | 1,610             | 2,060             | 3,060             | 3,460             | 3,460             | 3,460             | 3,640             | 3,830             | 3,830               | 3,830               |
| \$20,000 - 29,999                              | 1,020                                         | 1,610             | 2,130             | 3,130             | 4,130             | 4,540             | 4,540             | 4,720             | 4,920             | 5,110             | 5,110               | 5,110               |
| \$30,000 - 39,999                              | 1,020                                         | 2,060             | 3,130             | 4,130             | 5,130             | 5,540             | 5,720             | 5,920             | 6,120             | 6,310             | 6,310               | 6,310               |
| \$40,000 - 59,999                              | 1,870                                         | 3,460             | 4,540             | 5,540             | 6,690             | 7,290             | 7,490             | 7,690             | 7,890             | 8,080             | 8,080               | 8,080               |
| \$60,000 - 79,999                              | 1,870                                         | 3,460             | 4,690             | 5,890             | 7,090             | 7,690             | 7,890             | 8,090             | 8,290             | 8,480             | 9,260               | 10,060              |
| \$80,000 - 99,999                              | 2,020                                         | 3,810             | 5,090             | 6,290             | 7,490             | 8,090             | 8,290             | 8,490             | 9,470             | 10,460            | 11,260              | 12,060              |
| \$100,000 - 124,999                            | 2,040                                         | 3,830             | 5,110             | 6,310             | 7,510             | 8,430             | 9,430             | 10,430            | 11,430            | 12,420            | 13,520              | 14,620              |
| \$125,000 - 149,999                            | 2,040                                         | 3,830             | 5,110             | 7,030             | 9,030             | 10,430            | 11,430            | 12,580            | 13,880            | 15,170            | 16,270              | 17,370              |
| \$150,000 - 174,999                            | 2,360                                         | 4,950             | 7,030             | 9,030             | 11,030            | 12,730            | 14,030            | 15,330            | 16,630            | 17,920            | 19,020              | 20,120              |
| \$175,000 - 199,999                            | 2,720                                         | 5,310             | 7,540             | 9,840             | 12,140            | 13,840            | 15,140            | 16,440            | 17,740            | 19,030            | 20,130              | 21,230              |
| \$200,000 - 249,999                            | 2,970                                         | 5,860             | 8,240             | 10,540            | 12,840            | 14,540            | 15,840            | 17,140            | 18,440            | 19,730            | 20,830              | 21,930              |
| \$250,000 - 399,999                            | 2,970                                         | 5,860             | 8,240             | 10,540            | 12,840            | 14,540            | 15,840            | 17,140            | 18,440            | 19,730            | 20,830              | 21,930              |
| \$400,000 - 449,999                            | 2,970                                         | 5,860             | 8,240             | 10,540            | 12,840            | 14,540            | 15,840            | 17,140            | 18,450            | 19,940            | 21,240              | 22,540              |
| \$450,000 and over                             | 3,140                                         | 6,230             | 8,810             | 11,310            | 13,810            | 15,710            | 17,210            | 18,710            | 20,210            | 21,700            | 23,000              | 24,300              |

**Head of Household**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|------------------------------------------------|-----------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|                                                | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$0                                           | \$830             | \$930             | \$1,020           | \$1,020           | \$1,020           | \$1,480           | \$1,870           | \$1,870           | \$1,930           | \$2,040             | \$2,040             |
| \$10,000 - 19,999                              | 830                                           | 1,920             | 2,130             | 2,220             | 2,220             | 2,680             | 3,680             | 4,070             | 4,130             | 4,330             | 4,440               | 4,440               |
| \$20,000 - 29,999                              | 930                                           | 2,130             | 2,350             | 2,430             | 2,900             | 3,900             | 4,900             | 5,340             | 5,540             | 5,740             | 5,850               | 5,850               |
| \$30,000 - 39,999                              | 1,020                                         | 2,220             | 2,430             | 2,980             | 3,980             | 4,980             | 6,040             | 6,630             | 6,830             | 7,030             | 7,140               | 7,140               |
| \$40,000 - 59,999                              | 1,020                                         | 2,530             | 3,750             | 4,830             | 5,860             | 7,060             | 8,260             | 8,850             | 9,050             | 9,250             | 9,360               | 9,360               |
| \$60,000 - 79,999                              | 1,870                                         | 4,070             | 5,310             | 6,600             | 7,800             | 9,000             | 10,200            | 10,780            | 10,980            | 11,180            | 11,580              | 12,380              |
| \$80,000 - 99,999                              | 1,900                                         | 4,300             | 5,710             | 7,000             | 8,200             | 9,400             | 10,600            | 11,180            | 11,670            | 12,670            | 13,580              | 14,380              |
| \$100,000 - 124,999                            | 2,040                                         | 4,440             | 5,850             | 7,140             | 8,340             | 9,540             | 11,360            | 12,750            | 13,750            | 14,750            | 15,770              | 16,870              |
| \$125,000 - 149,999                            | 2,040                                         | 4,440             | 5,850             | 7,360             | 9,360             | 11,360            | 13,360            | 14,750            | 16,010            | 17,310            | 18,520              | 19,620              |
| \$150,000 - 174,999                            | 2,040                                         | 5,060             | 7,280             | 9,360             | 11,360            | 13,480            | 15,780            | 17,460            | 18,760            | 20,060            | 21,270              | 22,370              |
| \$175,000 - 199,999                            | 2,720                                         | 5,920             | 8,130             | 10,480            | 12,780            | 15,080            | 17,380            | 19,070            | 20,370            | 21,670            | 22,880              | 23,980              |
| \$200,000 - 249,999                            | 2,970                                         | 6,470             | 8,990             | 11,370            | 13,670            | 15,970            | 18,270            | 19,960            | 21,260            | 22,560            | 23,770              | 24,870              |
| \$250,000 - 349,999                            | 2,970                                         | 6,470             | 8,990             | 11,370            | 13,670            | 15,970            | 18,270            | 19,960            | 21,260            | 22,560            | 23,770              | 24,870              |
| \$350,000 - 449,999                            | 2,970                                         | 6,470             | 8,990             | 11,370            | 13,670            | 15,970            | 18,270            | 19,960            | 21,260            | 22,560            | 23,900              | 25,200              |
| \$450,000 and over                             | 3,140                                         | 6,840             | 9,560             | 12,140            | 14,640            | 17,140            | 19,640            | 21,530            | 23,030            | 24,530            | 25,940              | 27,240              |

|                                                                                   |                                                  |                                                                                                                                            |
|-----------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Drug-free Workplace Policy</b>                | <b>Responsible Administrative Unit:</b> Human Resources                                                                                    |
|                                                                                   | <b>Issued:</b><br><b>Revised: March 12, 2013</b> | <b>Policy Contact:</b><br>Associate Vice President   Organizational Strategy<br><a href="mailto:krcurran@mines.edu">krcurran@mines.edu</a> |

## 1.0 BACKGROUND AND PURPOSE

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

- 1.1 There are many risks associated with the use of illicit drugs and the abuse of alcohol, including physical and mental impairment, emotional and psychological deterioration, and devastating effects on family, friends, and co-workers. Obvious risks include being charged with driving under the influence, sustaining or causing personal injury, and suffering immediate health risks (hangovers, incapacitation, overdose, convulsions and death). A number of less obvious risks include poor job performance, jeopardizing future career prospects, unwanted and inappropriate sexual activity, slowed reaction times, short-term memory impairment, irritability and depression, and mental confusion. Information about the known effects of alcohol and specific drugs is available from many on-line sources, the Mabel M. Coulter Student Health Center, and the Colorado State Employees Assistance Program (C-SEAP).
- 1.2 As a recipient of federal contracts and grants, Mines is subject to federal laws and regulations with respect to drug and alcohol use in the workplace. The Drug-Free Workplace Act of 1988 requires that Mines establish drug and alcohol policies and programs. In addition, former Colorado Governor Roy Romer issued Executive Order D000291 regarding Substance Abuse by State Employees<sup>1</sup>. In accordance with the above, Mines has enacted the following policy applicable to all employees and certain other covered individuals.<sup>2</sup>

## 2.0 POLICY

It is the policy of Colorado School of Mines to maintain a drug-free workplace and campus. The unlawful possession, use, manufacture, or distribution of illicit drugs on the campus, in the workplace, or as part of any School activity is prohibited. In addition, the illegal use of alcohol or misuse of alcohol on the campus, in the workplace, or as part of any School activity is also prohibited.<sup>3</sup> The campus and workplace includes all Mines premises and any premises where Mines activities are conducted.

<sup>1</sup> This Drug-free Workplace Policy is also intended to comply with the Drug-Free Schools and Communities Act of 1989. Additional information about maintaining a drug-free campus community may be found here: [AOD Education and Prevention Policy](#).

<sup>2</sup> As described below including campus volunteers, contractors, and visitors.

<sup>3</sup> Except as authorized under the Board of Trustees [Institutional Alcohol Policy](#).



|                                                                                   |                                                  |                                                                                                                                            |
|-----------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Drug-free Workplace Policy</b>                | <b>Responsible Administrative Unit:</b> Human Resources                                                                                    |
|                                                                                   | <b>Issued:</b><br><b>Revised: March 12, 2013</b> | <b>Policy Contact:</b><br>Associate Vice President   Organizational Strategy<br><a href="mailto:krcurran@mines.edu">krcurran@mines.edu</a> |

- 2.1** The unlawful possession, use, or distribution of illicit drugs and unlawful or unauthorized use of alcohol by employees will result in disciplinary action (consistent with Mines policies, and local, state, and federal laws). While Colorado's Constitution allows for the legal use of marijuana under certain circumstances, because of Mines' status as a federal contractor and grant recipient, and because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform his or her job, constitutes a violation of this policy.
- 2.2** Discipline, depending upon the circumstances involved, may range from verbal warnings or counseling, written corrective action or disciplinary actions, up to and including termination of employment. In addition to discipline, or in lieu of it, employees may be referred to appropriate counseling or treatment programs (at the employee's expense). Employees found to be in violation of this policy may be required to provide evidence of satisfactory participation in a substance abuse assistance or rehabilitation program.
- 2.3** Violators of the policy may also be referred to the appropriate authorities for prosecution depending on the circumstances of the violation.
- 2.4** It is not the intent of this policy to prohibit the possession or use of legally prescribed controlled substances for medical reasons by the individual for whom the medications are prescribed. Any employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or pharmacist to determine whether the medication may interfere with the safe performance of his or her job. It is the responsibility of the employee to use appropriate personnel procedures (e.g., proper use of sick leave as needed and appropriate, etc.) and to inform his/her supervisor if such medication may temporarily impair the employee's ability to safely and satisfactorily perform assigned duties.
- 2.5** Irrespective of the use of legally prescribed drugs, controlled substances, and the lawful use of alcohol, it is a violation of workplace standards to be at work in an impaired status. If an employee is at work in an impaired status, Mines has the right to take such disciplinary action as Mines deems necessary to ensure work is safely and properly performed. Being unfit for work because of use of drugs or alcohol is strictly prohibited, and is grounds for termination of employment. While this policy refers specifically to alcohol and drugs, it is intended to apply to inhalants and all other forms of substance abuse.
- 2.6** In accordance with the specific requirements of the Drug-Free Workplace Act of 1988, employees who are convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace must notify the Colorado School of Mines in writing of their conviction within five (5) days thereafter by informing their supervisors and the Associate Vice



|                                                                                   |                                                  |                                                                                                                                            |
|-----------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Drug-free Workplace Policy</b>                | <b>Responsible Administrative Unit:</b> Human Resources                                                                                    |
|                                                                                   | <b>Issued:</b><br><b>Revised: March 12, 2013</b> | <b>Policy Contact:</b><br>Associate Vice President   Organizational Strategy<br><a href="mailto:krcurran@mines.edu">krcurran@mines.edu</a> |

President of Human Resources.

- 2.7 Employees who are required to obtain Commercial Drivers Licenses in order to drive vehicles heavier than 26,000 pounds, vehicles placarded for the transportation of hazardous materials, and/or vehicles designed to carry sixteen (16) or more persons are subject to a protocol of testing for the use of drugs and alcohol.
- 2.8 As a condition of employment, all Colorado School of Mines employees are required to follow this policy.

### 3.0 REHABILITATION

- 3.1 Mines recognizes alcohol or drug dependencies are treatable conditions. Employees who suspect they have an alcohol or drug dependency problem are encouraged to seek assistance. Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence of eligibility for continued or future employment.
- 3.2 Employees who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physicians, their health plan, or the Colorado State Employees Assistance Program. (C-SEAP contacts are confidential and free of charge to the employee.) Health insurance plans may provide coverage for substance abuse programs that address substance abuse and rehabilitation. The Office of Human Resources has information about the health plans. Additionally, the health plan documents can be found at: [http://inside.mines.edu/Employee\\_Benefits](http://inside.mines.edu/Employee_Benefits).


### 4.0 OTHER COVERED INDIVIDUALS

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

### 5.0 HISTORY & REVIEW CYCLE

This policy is subject to Annual (As Needed) Review. December 9, 2014 (Updated links, spelling, history & review cycle added). February 12, 2018 (Updated Policy Contact).



|                                                                                   |                                                                        |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Alcohol and Other Drugs<br/>Education and Prevention<br/>Policy</b> | <b>Responsible Administrative<br/>Unit:</b> Student Life                                                         |
|                                                                                   | <b>Issued: March 12, 2013</b><br><br><b>Revised:</b>                   | <b>Policy Contact:</b><br>Associate Dean of Students<br><a href="mailto:dmorgan@mines.edu">dmorgan@mines.edu</a> |

## 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.



|                                                                                   |                                                                        |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Alcohol and Other Drugs<br/>Education and Prevention<br/>Policy</b> | <b>Responsible Administrative<br/>Unit:</b> Student Life                                                         |
|                                                                                   | <b>Issued:</b> March 12, 2013<br><b>Revised:</b>                       | <b>Policy Contact:</b><br>Associate Dean of Students<br><a href="mailto:dmorgan@mines.edu">dmorgan@mines.edu</a> |

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



|                                                                                   |                                                                        |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Alcohol and Other Drugs<br/>Education and Prevention<br/>Policy</b> | <b>Responsible Administrative<br/>Unit:</b> Student Life                                                         |
|                                                                                   | <b>Issued:</b> March 12, 2013<br><b>Revised:</b>                       | <b>Policy Contact:</b><br>Associate Dean of Students<br><a href="mailto:dmorgan@mines.edu">dmorgan@mines.edu</a> |

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.



|                                                                                   |                                                                        |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Alcohol and Other Drugs<br/>Education and Prevention<br/>Policy</b> | <b>Responsible Administrative<br/>Unit:</b> Student Life                                                         |
|                                                                                   | <b>Issued: March 12, 2013</b><br><b>Revised:</b>                       | <b>Policy Contact:</b><br>Associate Dean of Students<br><a href="mailto:dmorgan@mines.edu">dmorgan@mines.edu</a> |

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.

|                                                                                   |                                                                        |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Alcohol and Other Drugs<br/>Education and Prevention<br/>Policy</b> | <b>Responsible Administrative<br/>Unit:</b> Student Life                                                         |
|                                                                                   | <b>Issued:</b> March 12, 2013<br><b>Revised:</b>                       | <b>Policy Contact:</b><br>Associate Dean of Students<br><a href="mailto:dmorgan@mines.edu">dmorgan@mines.edu</a> |

## 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. § 1011i](#); [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.



|                                                                                   |                                                                                          |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <b>Policy Prohibiting Sexual Harassment, Sexual Violence, and Interpersonal Violence</b> | <b>Responsible Administrative Unit:</b><br>Executive Vice President of Administration and Operations             |
|                                                                                   | <b>Issued: March 13, 1992</b><br><b>Revised: February 8, 2019</b>                        | <b>Policy Contact:</b><br>Title IX Coordinator<br>Email <a href="mailto:titleix@mines.edu">titleix@mines.edu</a> |

## 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](mailto: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 Gender-Based Discrimination, Sexual Harassment, and Sexual Violence**

### **History:**

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

### **1.0 BACKGROUND AND PURPOSE**

The Board of Trustees of the Colorado School of Mines ("the School" or "Mines") promulgates this policy pursuant to the authority conferred by §23-41-104(1), C.R.S., Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106; Titles IV and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000c and 42 U.S.C. §§ 2000e) and relevant sections of the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §§ 14043e *et seq.*). This policy supersedes the Board of Trustees' Policy Prohibiting Sexual Harassment and shall govern if any other Mines policy conflicts with this policy's provisions. This policy does not preclude application or enforcement of other Mines policies. Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech or Mines' educational purpose.

### **2.0 POLICY**

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

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

Mines' Unlawful Discrimination policy shall govern all other forms of harassment or discrimination. No complainant shall be permitted to file a complaint under the Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence and





## Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

### History:

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

any other Mines' complaint or grievance policy or procedure when the complaint or grievance arises out of an identical set of facts.

### 3.0 DEFINITIONS:

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

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

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

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

### 4.0 PROHIBITION AGAINST RETALIATION

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

### 5.0 SANCTIONS FOR VIOLATIONS

A violation of this policy may result in the imposition of sanctions. Sanctions may include, but are not limited to, the following: mandatory attendance at gender-based discrimination, sexual harassment and/or sexual violence awareness and prevention





## Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

### History:

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

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

### 6.0 ENCOURAGEMENT OF REPORTING

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

### 7.0 IMPLEMENTATION

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

### 8.0 RESOURCES

Mines students and employees who have concerns about gender-based discrimination are encouraged to seek assistance by contacting our Title IX Office at [TitleIX@mines.edu](mailto:TitleIX@mines.edu) or one of the Mines Deputy Title IX coordinators located [here](#).

#### Policies and Procedures for Complaints regarding Employee or Third-Party Behavior:

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

#### Other Relevant Policies:

- [Unlawful Discrimination policy](#)
- [Workplace Violence policy](#)
- [Personal Relationships policy](#)

### 9.0 HISTORY

Promulgated by the Colorado School of Mines Board of Trustees on March 13, 1992.  
Amended by the Colorado School of Mines Board of Trustees on March 26, 1998.  
Amended by the Colorado School of Mines Board of Trustees on June 10, 1999.





**Policy Prohibiting Gender-Based Discrimination,  
Sexual Harassment, and Sexual Violence**

**History:**

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

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.



# 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.<sup>1</sup>

**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 Ann Hix (303) 273-3052.

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

<sup>1</sup> 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<br><b>Colorado School of Mines</b>                                  |                       | 4. Employer Identification Number (EIN)<br><b>84-6000551</b> |  |
| 5. Employer address<br><b>1500 Illinois Street</b>                                   |                       | 6. Employer phone number<br><b>(303) 273-3052</b>            |  |
| 7. City<br><b>Golden</b>                                                             | 8. State<br><b>CO</b> | 9. ZIP code<br><b>80401</b>                                  |  |
| 10. Who can we contact about employee health coverage at this job?<br><b>Ann Hix</b> |                       |                                                              |  |
| 11. Phone number (if different from above)                                           |                       | 12. Email address<br><b>ahix@mines.edu</b>                   |  |

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:

**Faculty with an anticipated 9 month appointment working at least 50% effort. Temporary salaried faculty working at least 75% effort. Hourly employees averaging 30 hours over the applicable measurement period. All permanent Classified employees. Graduate Student RA/TA and Residence Hall Assistants working 50% effort (stipend)**

- With respect to dependents:

We do offer coverage. Eligible dependents are:

**Legal spouse, an employees married or unmarried children until the end of the month of their 26th birthday. Any dependent required by State law to be covered. Same gendered domestic partners of State Classified employees.**

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](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://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)

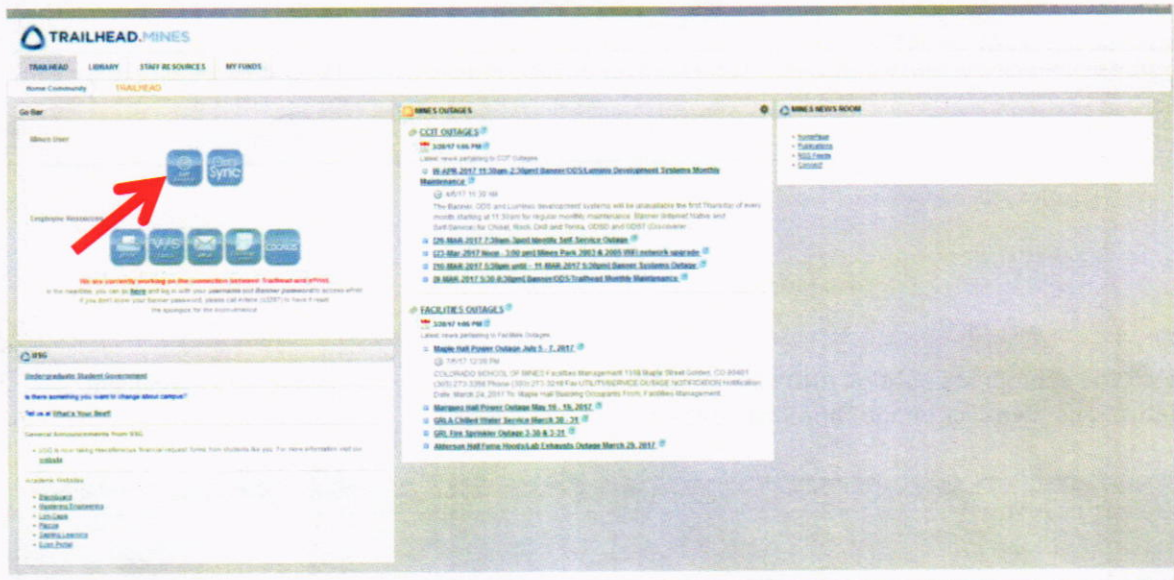


# Electronic Timesheet Instructions

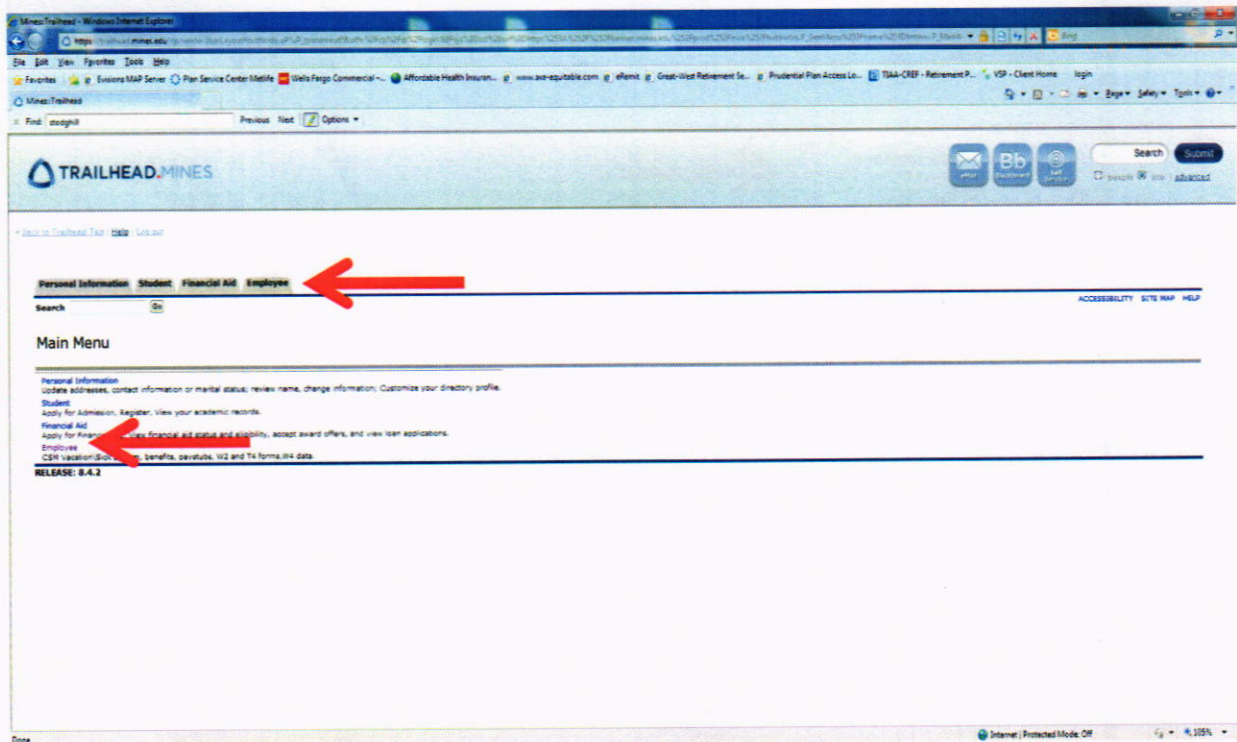
(revised 3/31/2017)

**IMPORTANT: You MUST submit a timesheet every pay period whether or not you have worked any hours.**

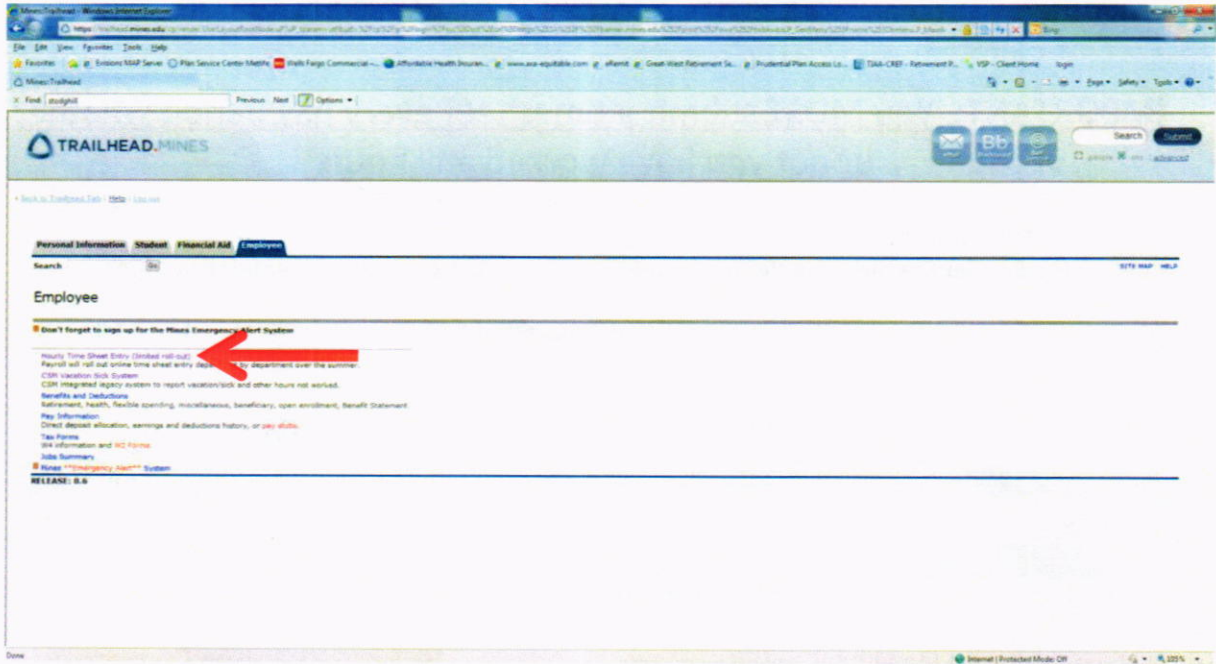
1. Log on to your trailhead account.
2. Proceed to the Self Service menu by clicking on the Self Service button in the upper left box of the screen.



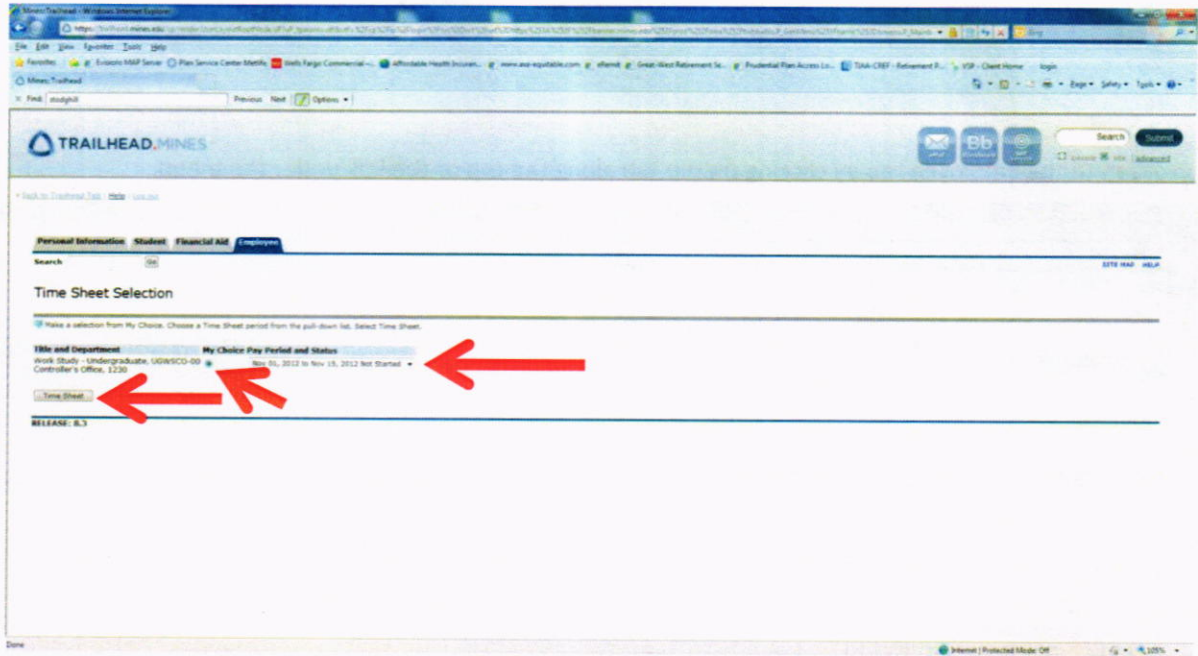
3. Proceed to the Employee tab by clicking on the tab along the top or the link under the menu.



- Click on the first link under the Employee menu called "Hourly Time Sheet Entry."



- Select the appropriate position AND time period from the drop-down menu under "Pay Period and Status," and then click on the Time Sheet button.





- To enter the times you have worked, click on the 'Enter Hours' link under the appropriate day (each day has its own link). **Also, the "Next" button moves you to the end of the pay period.**

Trailhead Mines

Personal Information Student Financial Aid **Employee**

Search [input] [button]

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
 Title and Number: Work Study - Undergraduate - UOWSCO-00  
 Department and Number: Controller's Office - 1230  
 Time Sheet Period: Nov 01, 2012 to Nov 15, 2012  
 Submit By Date: Nov 19, 2012 by 11:59 PM

| Earning      | Shift | Default Hours or Units | Total Hours | Total Units | Thursday Nov 01, 2012 | Friday Nov 02, 2012 | Saturday Nov 03, 2012 | Sunday Nov 04, 2012 | Monday Nov 05, 2012 | Tuesday Nov 06, 2012 | Wednesday Nov 07, 2012 |
|--------------|-------|------------------------|-------------|-------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|
| Work Study   | 1     |                        | 0           | 0           |                       | Enter Hours         | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            |
| Total Hours: |       |                        |             |             |                       |                     |                       |                     |                     |                      |                        |
| Total Units: |       |                        |             |             |                       |                     |                       |                     |                     |                      |                        |

Position Selection | Comments | Preview | Submit for Approval | **Next** | Back

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 8.6

- Input your In and Out times, including the minutes (i.e., if you started working at 8 AM you must input 8:00 AM, NOT just "8"). Click "save" when you're finished with that day.
  - \*NOTE\* ALL TIME MUST BE ENTERED AS THE FIRST SHIFT**
- Click on the time sheet button to return to the original time sheet page.

Trailhead Mines

Personal Information Student Financial Aid **Employee**

Search [input] [button]

### Time In and Out

Enter time at intervals of 15 minutes in the HH:MM format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Thursday, Nov 01, 2012  
 Earnings Code: Work Study

| Shift | Time In  | Time Out | Total Hours |
|-------|----------|----------|-------------|
| 1     | 08:00 AM | 11:15 AM | 3.25        |
| 2     | 12:15 PM | 03:00 PM | 4.75        |
|       | AM       | AM       | 0           |
|       | AM       | AM       | 0           |
|       | AM       | AM       | 0           |

Time Sheet | Next Day

Time Line | **Save** | Copy | Delete

Earnings Code: Work Study | Account Distribution

RELEASE: 8.6

- After all hours worked during the pay period have been entered, click "Submit for Approval". (Please note the "Submit by Date" deadline).

Trailhead Mines

Personal Information Student Financial Aid **Employee**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet  
 Title and Number: Work Study - Undergraduate - UOWSCO-00  
 Department and Number: Controller's Office - 1230  
 Time Sheet Period: Nov 01, 2012 to Nov 15, 2012  
 Submit by Date: Nov 19, 2012 by 11:59 PM

| Earning     | Default Hours or Units | Total Hours | Total Units | Thursday Nov 01, 2012 | Friday Nov 02, 2012 | Saturday Nov 03, 2012 | Sunday Nov 04, 2012 | Monday Nov 05, 2012 | Tuesday Nov 06, 2012 | Wednesday Nov 07, 2012 |
|-------------|------------------------|-------------|-------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|
| Work Study  | 1                      | 0           | 0           | 0                     | 0                   | 0                     | 0                   | 0                   | 0                    | 0                      |
| Total Hours |                        | 0           | 0           | 0                     | 0                   | 0                     | 0                   | 0                   | 0                    | 0                      |
| Total Units |                        | 0           | 0           | 0                     | 0                   | 0                     | 0                   | 0                   | 0                    | 0                      |

Position Selection Comments Previous **Submit for Approval** Cancel Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: R.G.

#### "Zero hour" Timesheet Instructions: Log into trailhead

- Log into trailhead
- Select the "employee" tab
- Select "timesheet"
- Select the correct pay period
- Select the position and open the timesheet
- Click the "submit" button. You will get a warning that reads "No hours entered". This is okay because you did not work any hours.
- Exit the timesheet by selecting the "back to trailhead" tab at the top of the page or by exiting out of trailhead altogether.
- The timesheet will go to an "error" status and that is correct.

#### PLEASE NOTE:

- Electronic Timesheets are due by the "Submit By Date" deadline, which is 2 business days after the end of the work period. For example, a time sheet from December 1<sup>st</sup> to December 15<sup>th</sup> must be submitted by December 17<sup>th</sup> at 11:59 pm, midnight.
- If you do not submit your electronic time sheet before the "Submit by Date" deadline, you cannot submit electronically and will have to wait for the next supplement payroll.
- Holidays will have more strict submission cutoff dates. Please see the "Semi-Monthly Payroll Schedule" for a breakdown of Semi-Monthly deadlines.
- You can always submit timesheet early!**



### SEMI MONTHLY PAYROLL SCHEDULE 2019-2020

| Year | SM #      | END OF PAY PERIOD | STUDENT SUBMISSION DEADLINE | APPROVAL DEADLINE    | PAYDATE           |
|------|-----------|-------------------|-----------------------------|----------------------|-------------------|
| 2019 | 15        | 7/31/2019         | 8/2/2019                    | 8/5/2019             | 8/15/2019         |
| 2019 | 16        | 8/15/2019         | 8/17/2019                   | 8/20/2019            | 8/30/2019         |
| 2019 | 17        | 8/31/2019         | 9/2/2019                    | 9/5/2019             | 9/13/2019         |
| 2019 | 18        | 9/15/2019         | 9/17/2019                   | 9/20/2019            | 9/30/2019         |
| 2019 | 19        | 9/30/2019         | 10/2/2019                   | 10/5/2019            | 10/15/2019        |
| 2019 | 20        | 10/15/2019        | 10/17/2019                  | 10/20/2019           | 10/31/2019        |
| 2019 | 21        | 10/31/2019        | 11/2/2019                   | 11/5/2019            | 11/15/2019        |
| 2019 | 22        | 11/15/2019        | <b>11/15/2019***</b>        | <b>11/17/2019***</b> | 11/29/2019        |
| 2019 | 23        | 11/30/2019        | 12/2/2019                   | 12/5/2019            | 12/13/2019        |
| 2019 | <b>24</b> | <b>12/15/2019</b> | <b>12/15/2019***</b>        | <b>12/17/2019***</b> | <b>12/31/2019</b> |
| 2020 | 1         | 12/31/2019        | 1/2/2020                    | 1/5/2020             | 1/15/2020         |
| 2020 | 2         | 1/15/2020         | 1/17/2020                   | 1/20/2020            | 1/31/2020         |
| 2020 | 3         | 1/31/2020         | 2/2/2020                    | 2/5/2020             | 2/14/2020         |
| 2020 | 4         | 2/15/2020         | 2/17/2020                   | 2/20/2020            | 2/28/2020         |
| 2020 | 5         | 2/29/2020         | 3/2/2020                    | 3/5/2020             | 3/13/2020         |
| 2020 | 6         | 3/15/2020         | 3/17/2020                   | 3/20/2020            | 3/31/2020         |
| 2020 | 7         | 3/31/2020         | 4/2/2020                    | 4/5/2020             | 4/15/2020         |
| 2020 | 8         | 4/15/2020         | 4/17/2020                   | 4/20/2020            | 4/30/2020         |
| 2020 | 9         | 4/30/2020         | 5/2/2020                    | 5/5/2020             | 5/15/2020         |
| 2020 | 10        | 5/15/2020         | 5/17/2020                   | 5/20/2020            | 5/29/2020         |
| 2020 | 11        | 5/31/2020         | 6/2/2020                    | 6/5/2020             | 6/15/2020         |
| 2020 | 12        | 6/15/2020         | 6/17/2020                   | 6/20/2020            | 6/30/2020         |
| 2020 | 13        | 6/30/2020         | 7/2/2020                    | 7/5/2020             | 7/15/2020         |
| 2020 | 14        | 7/15/2020         | 7/17/2020                   | 7/20/2020            | 7/31/2020         |

\*\*\*Indicates early submission and approval required so paychecks can be process prior to break.

As a general rule, students have two calendar days to submit their timesheet and supervisors have five calendar days to approve. The payroll office will communicate with students and supervisors if additional days will be authorized.