

Administrative Faculty /Staff Handbook

Colorado School of Mines is a world-renowned institution committed to leadership in education and research in its mission to serve students and to advance industry, government agencies and communities around the world. By optimizing its top-ranked academic programs, close industry connections, cutting-edge research and global alumni network, Mines is the go-to place for distinction and expertise in established and emerging engineering and scientific fields.

A collaborative, professional and vibrant community is a foundation for learning, critical inquiry, and discovery. Each member of the Mines community has a responsibility to uphold these principles while adhering to all laws, the [Ethical principles for public officers, local government officials, and employees \(2023\)](#), [Mines policies and procedures](#) and the provisions of this handbook when engaging with students, employees, contractors, volunteers, and visitors.

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MINES MISSION AND VISION

Our mission is to be a STEM-focused community of innovative leaders and resilient problem-solvers who revel in today's challenges and work together to engineer solutions on Earth and beyond while producing educated students ready to serve our society.

Our vision is to be recognized as a world-renowned, premier institution for engineering and science that continually enhances its leadership in education and research to advance industry, government agencies and communities around the world.

EMPLOYEE CLASSIFICATIONS

Full-Time and Part-Time Employee

A full-time employee works 30 or more hours per week and is typically paid a monthly salary. A full-time employee is generally eligible for benefits.

A part-time employee generally works less than 30 hours per week, wages are calculated hourly, and they are paid semi-monthly. A part-time employee may be benefits eligible with a cost share to Mines.

Classified and Non-classified

The Colorado State employee system was established by the [Colorado Constitution](#). Within this system, positions are deemed as classified or non-classified. Employees will be made aware of their classification during the hiring process. Should an employee be unaware of their classification, they should seek clarification from their supervisor.

Classified positions are governed by the Colorado Personnel Board Rules. Non-classified positions at Mines are governed by our [handbooks, policies and procedures](#).

Non-classified Administrative Faculty positions are “at will” positions.

Administrative Faculty

Administrative faculty are employees who have been exempted from the state classified system and perform professional-level duties at Mines.

Administrative faculty are not eligible for tenure, nor do they hold an academic faculty rank. However, ranked academic faculty members who serve in full-time administrative positions

(e.g., Provost, Vice Provost, Dean, University Librarian, and Department Heads) retain their rights of their academic faculty rank. **EMPLOYEE BENEFITS**

The university's goal is to offer competitive benefits to advance the health and well-being of our employees. To meet this goal, we utilize a compensation philosophy that positions total rewards offerings (direct salary and indirect benefits) to be market competitive within higher education. This combination of rewards is key to attracting, developing, and retaining the diverse workforce needed to fulfill our mission, vision and strategic goals.

Employees are eligible to participate in a wide range of benefits. [Eligibility](#) will be determined annually in accordance with the Affordable Care Act (ACA). In general, 1.0 full time equivalent (FTE) and 0.5 full-time equivalent employees are eligible for Mines sponsored health benefit plans and fringe benefits.

Temporary and contract employees generally are not eligible for Mines sponsored health benefit plans or fringe benefits (including leave benefits), except when required by law.

Health Benefit Plans

Mines is a member of the Colorado Higher Education Insurance Benefits Alliance (CHEIBA). This alliance creates greater purchasing and negotiating power with the intent to keep healthcare costs lower.

Mines provides [health benefit plans](#) to advance the health and well-being of our employees. Qualified employees will have 31 days from their date of hire to enroll in a benefit plan. The effective date of coverage will be retroactive to the first day of employment. Health benefit plans currently include:

- Medical, dental and vision insurance
- Basic term and voluntary term life insurance
- Disability insurance
- Employee assistance and wellness programs (mental and physical health)
- Flexible spending or health saving accounts
- Travel accident insurance

Benefits availability and offerings are governed by one or more of the following: employment classification, plan documents for each benefit plan, state statute, state personnel rules, Mines involvement with the CHEIBA trust, and Mines policies and

procedures. Any conflict between the content of this section shall be governed by applicable plan documents, statutes, rules, policies and procedures.

Regional Transportation

Mines employees are eligible for a free EcoPass. The pass provides unlimited use of RTD services, including unlimited rides on RTD buses and trains and unlimited rides to and from Denver International Airport. Please refer to the [Parking](#) webpage for information about acquiring the EcoPass.

LEAVES

Mines offers paid, partially paid and unpaid leave for employees. [Leaves](#) currently include:

Administrative Leave

The President or designee may grant administrative leave with pay to a benefits eligible employee for any purpose deemed by the President or designee to be in the best interests of Mines, if the granting of administrative leave for such purpose is not prohibited by law.

Annual (Vacation) Leave

When considering requesting vacation leave, employees should ensure that operations are not interrupted, and service to campus is not compromised with the timing of the request. Requests are to be made to the employee's supervisor. However, there are situations when pre-approval of leave may not be possible. For example, when an employee is facing a personal or family emergency. It is important that the employee notify their supervisor as soon as possible and in accordance with any department guidelines.

The amount of leave that an employee [accrues](#) is based on years of service. Accrued leave has an annual limit. Hours accrued in excess of [that limit](#) will be forfeited at the end of the fiscal year.

Bereavement Leave

An employee may be eligible for up to five days of paid leave for the death of an immediate family member. Requests for time off exceeding these 5 days may be available as annual leave. For the purposes of bereavement leave, Mines currently defines "immediate family" as:

- spouse, domestic partner, parent, child, sibling, grandparent, or grandchild; and the
- parent, child, sibling, grandparent or grandchild of the employee's spouse or domestic partner.

[The Colorado Healthy Families and Workplaces Act](#) may provide additional bereavement leave benefits. Employees should contact Benefits@mines.edu as soon as possible to seek guidance.

Family Medical Leave - Federal (FML)

After one year of service, employees working 1,250 hours over the prior 12 months may be eligible for up to 520 hours of unpaid family medical leave, taken either continuously or intermittently, for some approved [specific purposes](#).

When using family medical leave, an employee will be required to utilize all accumulated paid leave, in accordance with the applicable rules governing such usage set forth in other Mines leave policies, to supplement, but not extend, this absence from work.

An employee may also be eligible under the [Pregnant Workers Fairness Act](#) for reasonable health need accommodation for pregnancy, child birth and related medical conditions.

Family and Medical Leave Insurance Program - State (FAMLI)

Eligible employees may receive up to 12 weeks of leave per year [to assist with specific circumstances](#).

Mines works with a [third party plan administrator](#) for this program. Please notify your direct supervisor if you are applying for leave to give them the opportunity to prepare for your possible time away.

Flexible Work Arrangements

An employee seeking a flexible work arrangement (FWA) should work with their supervisor to determine if their position is eligible for a FWA per [FWA policy and procedure](#). This includes flexible work schedule hours and hybrid work arrangements. Not all positions at Mines are suitable for FWAs.

A FWA is a privilege, not a requirement, and the supervisor may change the requirements of the FWA to meet campus needs. For employees who work outside the

state of Colorado, completed FWA paperwork is required for approval by Human Resources, Compliance and Payroll.

Calendar and Holidays

Important dates for each year are maintained on the [academics](#), [athletics](#) and [student events](#) calendars. Mines Calendar Committee schedules Mines Holidays, which are observed by Administrative Faculty.

The following holidays are observed: New Year's Day, the Birthday of Martin Luther King Jr., Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Certain dates are designated as holidays as follows: the day after Thanksgiving (in lieu of President's Day), December 26 (in lieu of Cabrini Day), December 27 (in lieu of Veterans Day) and December 31.

The Governor of the State of Colorado may designate additional holidays throughout the year.

Injury Leave / Workers Compensation

An eligible employee who has suffered a job-related injury may be granted up to 480 hours of leave if:

- the employee files a timely [Report of Injury Form](#) with Human Resources;
- Mines workers compensation insurer certifies that the injury is job-related or "compensable;"
- the employee uses a designated provider; and
- the employee agrees to assign their right to receive salary payments from the workers compensation insurer to Mines during the period when the employee is receiving paid injury leave.

Employees and supervisors should contact Benefits@mines.edu as soon as possible when a job-related injury occurs.

Jury Duty or Other Legal Obligation

Upon request and presentation of a valid jury summons, employees shall be granted paid leave for the purpose of fulfilling their duty. Upon return to work, an employee may be required to present their supervisor with a jury service completion certificate or similar document.

Upon request and presentation of a legal subpoena to appear in court or for a deposition, employees may be granted leave for the purpose of fulfilling their duty. The categorization of the leave will depend on the nature of, and involvement associated with, the legal proceeding.

Medical Disability Leave

An employee who meets certain [conditions and requirements](#) may be entitled to six weeks of paid medical disability leave.

Military Leave

Employees who meet certain [conditions and requirements](#) may be entitled to military service leave in accordance with the [Uniformed Services Employment and Reemployment Rights Act](#) of 1994 (USERRA).

Parental Leave

An employee may be eligible to take up to six weeks of paid parental leave for the purpose of caring for and nurturing their newborn, newly adopted child, or a child placed in foster care as a pre-adoption requirement. An employee may also be eligible to take unpaid parental leave (in addition to paid parental leave) for the purpose of caring for a newborn or newly adopted child to be used immediately following the paid parental leave provided above. For a complete description of parental leave eligibility requirements and how parental leave interacts with other leaves, please contact HR at Benefits@mines.edu

Sick Leave

Sick leave provides employees with paid time off from work to attend to their health and medical needs, including appointments, as well as the health and medical needs of their spouses, parents, minor children, adult children who are incapable of self-care, legal dependents, or persons in the household for whom the employee is the primary caregiver.

An employee is expected to utilize sick leave to cover their time away from work for preventive care and diagnostic medical examinations, medical treatment, and recovery from mental or physical illnesses, non-work-related injuries, and health conditions.

[Colorado Healthy Families and Workplaces Act](#) provides additional circumstances that might be approved for sick leave.

The amount of leave that an employee [accrues](#) is based on their benefits eligibility. Accrued leave has an annual limit. Hours accrued in excess of [that limit](#) will be lost at the end of the fiscal year.

TUITION-FREE COURSE [ENROLLMENT](#) AND DEPENDENT REDUCED TUITION [BENEFIT](#)

An employee, with their supervisor's approval, may apply for tuition free enrollment in a Mines course for credit. An employee or an employee's spouse, with their supervisor's approval, may also apply for enrollment in a Mines course for **no credit**.

No employee or their spouse shall be eligible to take more than three credit hours in one semester and six credit hours in any fiscal year, whether for-credit, no-credit, or a combination of both.

In addition to the Mines tuition free enrollment program, eligible employees may also be entitled to reimbursement for costs associated with the successful completion of an educational course from the State of Colorado. Please refer to the [Colorado State Course Reimbursement Program](#) for eligibility requirements and application information.

Dependents of eligible employees may be permitted to attend Mines at a reduced tuition rate. The amount of the tuition reduction under this benefit is up to 50% of in-state tuition. In compliance with I.R.S. rules, the benefit applies to undergraduates only.

WELLNESS PROGRAMS

Financial

Mines offers resources, workshops, and planning tools for retirement and financial management through our benefits partners. For current information, visit the [Human Resources Website](#).

Mental Health

Mental health resources are provided for employees and family members. For current information regarding these resources, please review the [campus and community resources](#) webpage. In addition to these resources, employees and family members have access to the Colorado State Employee Assistance Program (CSEAP). For current information or to schedule an appointment with a counselor, contact [CSEAP](#).

Physical Health

Employees may join the on-site fitness center for a fee.

Mines also sponsors an annual wellness fair, during open enrollment. The fair offerings usually include health and financial plan information and provide health screens and vaccinations. For more information, visit [wellness fair](#).

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Alcohol, Drugs and Tobacco

Alcohol and Drugs: Mines prohibits the unlawful manufacture, possession, use, or distribution of a controlled substance (alcohol and illicit drugs) of any kind or of any amount. These prohibitions cover any individual's actions which are part of any Mines activities, including those occurring while on Mines property or in the conduct of Mines business away from the campus.

In compliance with the Drug-Free Schools and Communities Act (DFSCA) of 1989, Mines is committed to protecting the safety, health, and well-being of all students, employees, and other campus community members. In support of this commitment, Mines provides educational programming about alcohol and drugs. Mines also shares information about, and access to, appropriate on-campus and community resources including professional counseling. Specific information about this programming and these resources can be found in the [Alcohol and Other Drugs Education and Prevention Policy](#), [Institutional Alcohol Policy](#), [Student Alcohol Policy](#) and [Alcohol Purchase Policy](#).

The Mines policies hyperlinked above also provide related information on federal, state and local penalties associated with the illegal use of alcohol and drugs.

Please refer to the [Financial Policies](#) for information regarding appropriate expenditure of Mines funds for alcohol.

Tobacco: Ingestion, including [smoking, vaping and using spit tobacco](#) are strictly prohibited in any Mines owned or leased buildings and Mines owned or leased vehicles.

Americans with Disabilities Act

It is the intent of Mines to comply with the applicable requirements of the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and their implementation rules and regulations in support of equal

employment opportunities for qualified employees with disabilities and to promote inclusion at Mines. Please refer to [ADA Policy](#) and [HR](#) for information about the ADA.

Animals on Campus

Mines is committed to providing a safe learning, working, and living environment for students, employees, contractors, volunteers, and visitors. Mines is also committed to complying with state and federal laws regarding the rights of individuals with disabilities who benefit from the assistance of animals.

Generally, animals are only permitted on Mines owned or leased property if the animal is necessary and/or required for authorized teaching, public service, research activities or aiding an individual with a disability. Please refer to Mines [Animals on Campus policy](#) for more information.

Conflicts

There are several types of conflicts of interest, some of which can cause significant negative repercussions. A conflict of interest arises when personal or financial interests could interfere with an employee's ability to perform their duties completely, impartially and objectively. Conflicts can occur for several different reasons. Some of those include:

Effort – outside employment:

Employees may be permitted to work a second job when that work does not substantially interfere with or compete with the duties of the employee's job at Mines. For example, employees should not work a second job during the hours in which they have agreed to work for Mines. Additionally, employees should not work a second job, if that second job drains the employee's energy to the point that their work at Mines suffers. These situations are referred to as Conflicts of Commitment (COC).

Often times, second jobs can be effectively managed by making the appropriate disclosures and receiving approvals from the employee's supervisor and the Office of Compliance, Policy and Risk Management. Please refer to [Conflict of Interest - Compliance](#) for more information about COCs.

Financial:

Financial conflicts of interest occur when an employee or their family stands to gain financially from a decision made in a professional capacity.

Relational:

Relational conflicts of interest arise when personal relationships—such as family ties, friendships, or romantic connections—interfere with professional duties. For instance, a manager who hires or promotes a close friend or family member over more qualified candidates creates a relational conflict. Please refer to [ADD Link to the new policy](#) for more information about conflicts of interest.

Professional:

Professional conflicts of interest occur when an individual has competing professional obligations that may impact their ability to remain impartial. For example, a consultant who works for two competing companies may struggle to balance confidentiality and objectivity, resulting in a professional conflict.

The Office of Compliance, Policy, and Risk Management oversees conflict of interest matters. Please refer to [Office of Compliance](#) for information about conflicts of interest and disclosure requirements. Additional information can be found at [ADD Link to the new policy](#).

[Discrimination, Harassment and Retaliation](#)

Mines is committed to inclusivity and access for all persons and strives to create both a workplace and learning environment that excludes all forms of unlawful discrimination, harassment and retaliation. Specifically, Mines prohibits discrimination and harassment on the basis of age, ancestry, creed, marital status, race, color, ethnicity, religion, national origin, sex (including stalking, dating violence, domestic violence, sexual assault, sex discrimination, sexual exploitation, and sex-based harassment, sex stereotypes, sex characteristics, pregnant and parenting status, gender, gender identity, gender expression, sexual orientation) disability, genetic information, veteran status, or military service within any of its education programs or activities (including admissions and employment), This prohibition applies to all students, employees, contractors, visitors, and volunteers.

All Mines employees are mandatory reporters, unless they are one of the few employees designated as a confidential resource, and are therefore required to report discriminatory, harassing or retaliatory behaviors when they see them. These matters should be reported to the employee's first or second level supervisor, Human Resources, the [Office for Institutional Equity](#) or anonymously through [Speak Up](#).

Disruptive Behaviors

Disruptive behaviors in the workplace can take on many different forms. Disruptive behaviors, among other things, can include disparaging, interruptive, inappropriate, unwanted or offensive comments or actions: aggressive, passive-aggressive or micro-aggressive comments or actions; targeting; gossiping; dishonesty, and exclusionary tactics. It is important to avoid these behaviors.

Employees are expected to timely report disruptive behaviors when they see them. These matters should be reported to the employee's first or second level supervisor, Human Resources, the [Office for Institutional Equity](#) or anonymously through [Speak Up](#).

Email Use

All employees are provided with a company email address that is to be used for official business purposes. Incidental personal use of email is permitted by policy. Please refer to the [Appropriate-Use-Policy](#) for more information about proper email use and security measures.

Emergency Protocols

Campus Closure and Inclement Weather Policy

On occasion, Mines campus will close. Please refer to **ADD Link to the new policy** for information about the requirements for work and operational guidelines.

Mines Alert

Mines alert is a system designed to keep employees informed in the event of a campus emergency or weather-related event. This system is an emergency notification service that allows Mines officials to quickly communicate via cell phone text messages, voice mail messages and mines.edu email addresses. Emergency notifications are also posted on the Mines [home page](#).

Employee Personal Information

To provide employees with services, comply with state and federal law, and fulfill obligations, it is necessary for Mines to collect some employee personal data. Mines is committed to protecting this data (defined as any information that can identify a person, directly or indirectly, by an identifier) by instituting reasonable security procedures and practices. The Office of Information Security ([OIS](#)) works with the campus community to maintain the security of employees' personally identifiable data, the campus infrastructure, including data network and connected hosts. This includes, but is not limited to, implementing security measures to protect against unauthorized access, alteration, disclosure, or destruction of personal data, and other data.

Mines also makes reasonable efforts to ensure that the personal data retained about employees is accurate; However, employees are responsible for regularly checking and updating personal data such as their address, phone number, alternate email, emergency contact, and beneficiaries in Workday.

Ethics and Compliance

Individual and organizational ethics and accountability are crucial to a productive work environment. Employees are expected to act with integrity and to respect each other. Each member of the Mines community has a responsibility to uphold these principles while adhering to all laws, the [Ethical principles for public officers, local government officials, and employees \(2023\)](#), [Mines policies and procedures](#) and the provisions of this handbook when engaging with students, employees, contractors, volunteers, and visitors.

In addition to these matters, Mines employees are reminded that they shall not:

- disclose, use, or allow others to use confidential information acquired by virtue of Mines employment for personal use,
- use Mines time, property, equipment or supplies for private gain, or
 - misuse their position:

As a state employee, comments made on social media or in public forums may be misinterpreted as official statements made by Mines. There are specific guidelines employees can follow to ensure there is no confusion and that they do not make an inference regarding your position at Mines.

Generally, including a job position in one's profile on a networking website does not make that profile or the use of the account official. However,

referring to a Mines position in a post to give it more authority could be a violation Mine's policies.

You may use your Mines email account for personal messages, but you should not include your official signature block in personal emails. Employees may not use university resources for personal gain, which includes the use of title, position, and nonpublic information for a personal activity or endeavor.

- misuse Mines title and image

Employees may not use the name "Mines", the Mines logo, Mines trademarks or the Mines seal in connection with any private or personal activities or endeavors.

Employees are expected to report unethical behaviors, policy, and handbook provision violations when they see them. Ethical concerns should be reported to the [Policy and Compliance Office](#) or anonymously through [Speak Up](#).

Mines does not tolerate retaliation against an employee for reports of potential misconduct.

Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records, affording them certain rights with respect to those records. Mines employees have the legal responsibility under FERPA to protect the confidentiality of student education records in their possession. Please refer to [FERPA - Compliance](#) for more information about what constitutes a student education record and your responsibilities under FERPA.

Firearms, Explosives and Other Weapons

Campus safety is a top priority for Mines. Mines regulates the proper storage of firearms, explosives and other weapons on campus. Generally, students, employees, contractors, volunteers and visitors are prohibited from possessing these items on Mines owned or leased property, with certain exceptions.

Colorado law prohibits a person from knowingly carrying a firearm, both openly and concealed, in a government building including on public college or public university campuses.

Please refer to Mines [Firearms, Explosives, and Other Weapons policy](#) for more information.

Information Security

Access control/use

Each employee is assigned a Mines employee number to securely access authorized resources. Employees have a shared responsibility in limiting access to university information technology to only authorized individuals and devices. Employees shall be vigilant and take all reasonable steps to protect assets and data. This includes always using mandated authentication mechanisms. Please refer to the [Access Control Policy](#) for more information.

Should a Mines device be lost or stolen, employees must immediately report the matter to Mines Public Safety and the OIS.

Performance Evaluations

Annual evaluations are critical to successful performance and professional development of individual employees. Please refer to [performance management](#) for the performance evaluation guidelines, requirements, resources and a list of training opportunities associated with the performance management system.

The performance evaluation cycle for Administrative Faculty employees begins July 1st and ends June 30th. Goal setting for a new year commences in August and mid-year progress reviews commence in January.

Intellectual Property

Mines recognizes that inventions and discoveries, and the patents, copyrights, know-how and trade secrets accrued from these, may be the natural outgrowth of the academic activities and research of its faculty members, employees, and students. Mines deems it desirable to secure control and ownership of this intellectual property to fulfill its role and mission and to benefit the public through its technology transfer efforts.

Mines policy regarding these matters is promulgated by the Board of Trustees pursuant to the authority conferred upon it by [.C.R.S. 23-41-104 – Control \(2023\)](#)

Physical Safety

Mines is committed to protecting our employees and the communities in which we operate through driving environmental, environmental health and safety (“EHS”) excellence. Our approach includes implementing strong EHS programs and standards, reducing our EHS risks, and complying with all applicable EHS laws. Employees are required to report unsafe conditions, concerns and accidents to their supervisors and EHS. Please refer to [EHS](#) to learn more about occupational, fire, hazardous waste and lab safety as well as reporting concerns and accidents.

Vehicle Safety

Mines employees designated to use Mines vehicles for official business must abide by all traffic laws and regulations established by the local jurisdictions through which they travel and are responsible for any received parking or moving violations.

Please refer to [Vehicle Operation and Parking](#) for more information.

Professionalism

Being professional in the workplace is essential for fostering a positive and productive environment. Employees are expected to demonstrate respect, responsibility, and integrity in all their interactions, whether with students, employees, contractors, volunteers and visitors. This includes maintaining a strong work ethic, being punctual, dressing appropriately, and effectively communicating.

Professionalism also involves managing conflicts constructively, staying focused on tasks, and adhering to company policies and ethical standards. When employees uphold professionalism, it not only enhances individual performance but also contributes to the overall success and reputation of Mines.

Separation of Employment

Resignation: Resigning employees are encouraged to provide two weeks’ notice in writing to facilitate a smooth transition. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Retirement: Employees who wish to retire are encouraged to notify their supervisor and Human Resources as soon as it is determined or give at least two weeks’ notice in writing.

Job abandonment: Employees who fail to report to work or contact their supervisor for five (5) consecutive workdays shall be considered to have abandoned their job without notice, effective at the end of their normal shift on the third day. Employees who are separated due to job abandonment are ineligible for rehire.

Time Reporting

Mines complies with Federal, State, and local laws in adopting the workweek, compensatory time and overtime pay. Employees are required to report their work time accurately and in a timely manner to ensure proper record-keeping and payroll processing. Timely submission of work hours also ensures that payroll is processed without delays, avoiding any discrepancies in compensation. Failing to report time correctly or promptly can lead to administrative issues, payment errors, or even corrective or disciplinary action.

Employees are not approved to work to earn compensatory time and overtime pay unless they receive prior written approval from their supervisor. The failure of an employee to obtain prior approval of their supervisor may subject the employee to corrective or disciplinary action.