



**COMMUNITY COLLEGE OF DENVER (CCD)  
EMPLOYEE HANDBOOK**

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## FOREWORD

Community College of Denver's educational programs are designed to enrich the social, civic and economic fabric of our community, nation and world. Through innovation, open exploration of ideas and preparation of a well-trained workforce, CCD enriches our democracy and supports a vibrant local economy. Programs and strategies that promote access—as well as academic and personal success for underserved students—are the foundation of CCD operations.

This Employee Handbook (Handbook) contains pertinent information, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State Board for Community Colleges and Occupational Education Policies (BP) or Colorado Community College System President's Procedures (SP), the BP and SP shall supersede and control. BP and SP are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Employees are expected to be familiar with and adhere to the BP, SP as well as College directives and procedures, including but not limited to the contents of this Handbook.

To access BP and SP, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

**Nothing in this Handbook is intended to create (nor shall be construed as creating) an expressed or implied contract or to guarantee employment for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.**

**Scope:** This employee handbook applies to all categories of non-classified staff excluding faculty with the exception of those sections that indicate "applies to all employees". Those sections that indicate "applies to all employees" apply to all employment categories under CCD. Classified staff should refer to [Colorado Department of Personnel & Administration](#) and faculty should refer to [Community College of Denver's Faculty Handbook](#) for information pertaining to their employment.

This handbook is designed to serve as a quick reference relating to your employment with Community College of Denver. In order to remain current, the handbook treats most topics briefly and provides links to [Colorado Community College System \(CCCS\)](#) when applicable.

## **COMMUNITY COLLEGE OF DENVER VISION, MISSION, VALUES**

### **CCD Vision Statement**

Every member of our community will attain the education he or she desires.

### **CCD Mission Statement**

CCD provides our diverse community an opportunity to gain quality higher education and achieve personal and professional success in a supportive and inclusive environment.

### **CCD Values**

- Involvement
- Student-Focus
- Integrity
- Lifelong Learning
- Excellence
- Healthy Work Environment

## **STATE OF COLORADO VISION & VALUES**

### **Effective, Efficient, Elegant.**

- **Doing the Right Thing.**
  - Knowledge, Integrity, Accountability.
- **Achieving the Best Outcomes.**
  - Innovative, Collaborative, Cost Effective.
- **Delivering the Best Customer Service.**
  - Ease of Doing Business, Exceeding Expectations, Engagement.

## **DIVERSITY**

Community College of Denver is a Learning College where policies, programs and practices support learning as the major priority. Community College of Denver is an Equal Employment Opportunity Educational Employer. CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, creed, national origin, ancestry, sex, sexual orientation, pregnancy status, religion, veteran status, age or disability.

## **DISCRIMINATION/HARASSMENT REPORTING PROCEDURE**

Community College of Denver is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Community College of Denver expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Any employee or applicant for employment at Community College of Denver alleging discrimination, harassment, failure to reasonably accommodate a disability or any other treatment in violation of [State Board for Community Colleges and Occupational Education \(SBCCOE\) Policy BP 3-120, Affirmative Action/Anti-Discrimination](#) or [System President's Procedure SP 3-120a, Sexual Misconduct Procedure](#), may submit a complaint by contacting CCD's Title IX Coordinator/Equal Opportunity Coordinator, Administration Building, Room 310, Denver, CO 80217-3363, Phone: 303-352-3310.

Employees also have the right to file charges concerning harassment and/or discrimination with the U.S. Equal Employment Opportunity Commission, and/or the Colorado Civil Rights Division.

As of June 12, 2012, within CCD Procedure [HR-8](#) regarding Civil Rights Grievance and Investigation, Community College of Denver hereby adopts, in its entirety, [SP 3-50b](#) / [SP 4-31a, Civil Rights Grievance and Investigation Process](#). These procedures shall be used by the College when conducting investigations into civil rights grievances.

## **AFFIRMATIVE ACTION/ANTIDISCRIMINATION**

[SBCCOE Policy BP 3-120, Affirmative Action/Antidiscrimination](#) applies to all employees.

## **AMERICANS WITH DISABILITIES ACT (ADA) AND THE AMERICANS WITH DISABILITIES AMENDMENTS ACT (ADAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Community College of Denver will comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Community College of Denver will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Community College of Denver will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Community College of Denver. Contact the Human Resources department with any questions or requests for accommodation. Employees may submit a request for accommodation by contacting CCD's ADA Coordinator, Administration Building, Room 310, Denver, CO 80217-3363, Phone: 303-352-3310.

## **EMPLOYMENT**

### **Employee Classification Categories**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Community College of Denver.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Employees should reference [SBCCOE Policy BP 3-10, Administration of Personnel](#) for definitions regarding the various types of employees employed at CCD.

## **BACKGROUND AND REFERENCE CHECKS**

To ensure that individuals who join Community College of Denver are well qualified and to ensure that Community College of Denver maintains a safe and productive work environment, CCD will conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form. [System President's Procedure SP 3-10a, Employment Background Checks](#) applies to all employees.

## **PROGRESSIVE DISCIPLINE**

Every employee has a duty and the responsibility to be aware of and abide by federal and state laws, State Board for Community Colleges and Occupational Education Board Policies (BP), Colorado Community College System President's Procedures (SP), State of Colorado Personnel Rules, and college procedures. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Community College of Denver supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline practice is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline practice has been designed consistent with our organizational values, HR best practices and employment laws.



Outlined below are the steps of our progressive discipline practice and procedure. Community College of Denver reserves the right to combine or bypass steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Community College of Denver's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Corrective action:** Further written warning that is used for behavior or violations that a supervisor considers serious or in situations when verbal and written warnings have not helped change unacceptable behavior. Corrective actions are placed in an employee's personnel file. Employees should recognize the grave nature of the corrective action.
- **Disciplinary action:** Any action taken that impacts an employee's pay or status up to and including termination of employment.

Community College of Denver reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and discharge.

## **EMPLOYEE GRIEVANCES**

CCD Procedure [HR-10, Employee Grievances](#) and [BP 3-50, Employee Grievances](#) applies to all employees.

## SEPARATION OF EMPLOYMENT

### Types of Separation of Employment

Separation of employment within Community College of Denver can occur for several different reasons:

- **Resignation:** Resigning employees are encouraged to provide two weeks' notice in writing, to facilitate a smooth transition out of the college. 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 at least two weeks' notice in writing.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Community College of Denver are employed on an at-will basis and CCD retains the right to terminate an employee at any time.

### Return of College Property & Separation Information

The separating employee must return all college property at the time of separation, including uniforms, cell phones, keys, laptops, identification cards and any other college property they have in their possession. The separating employee shall contact the Human Resources department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued annual leave and applicable sick leave for those employees who retire will be paid in accordance with [SBCCOE Policy BP 3-60, Employee Benefits](#).

Health insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation Act (COBRA) continued health coverage will be provided by 24HourFlex, Community College of Denver's COBRA Administrator. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

## **Rehire**

Former employees who left Community College of Denver in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resources department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Former employees rehired by Community College of Denver should reference [SBCCOE Policy BP 3-60, Employee Benefits](#) for reinstatement of leave accruals or any other benefits.

## **WORKPLACE SAFETY**

### **Drug-Free Workplace**

Community College of Denver has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Community College of Denver is committed to the elimination of drug and/or alcohol use and abuse in the workplace. [SBCCOE Policy BP 3-24, Drugfree Workplace](#) and [SBCCOE Policy BP 19-30, Drug Free Schools](#) applies to all employees.

### **Colorado State Employee Assistance Program (C-SEAP)**

Colorado State Employee Assistance Program (C-SEAP) is a free resource for all State of Colorado employees. C-SEAP provides many services including confidential counseling up to six (6) free sessions, manager & supervisor consultations and stress management education. Visit the [C-SEAP website](#) for more information.

## Workplace Bullying

Community College of Denver defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment<sup>1</sup>.”

Workplace bullying will not be tolerated and those employees found to have committed workplace bullying are subject to disciplinary action up to and including termination or dismissal of employment. This applies to all employees.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual misconduct, it is the effect of the behavior upon the individual that is important.

Community College of Denver considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks. This includes repeated, harmful comments made to or about a person by one or more other people.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property. This includes any repeated, physically aggressive actions toward a recipient.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion/social bullying:** Harming a person socially, often resulting in social isolation of the victim or physically excluding or disregarding a person in work-related activities.
- **Cyberbullying:** Using digital means, such as the Internet, cell phones or other devices to bully someone.

1. Society for Human Resource Management. (2015, October). Employee Handbook. Retrieved from <https://www.shrm.org/templatestools/samples/pages/employeehandbook.aspx>

## **Emergency Preparedness**

Community College of Denver works with the other three entities on the Auraria Campus to create [Auraria Campus Emergency Procedures](#). This should be referenced by all employees working on the Auraria Campus. Employees who work at Auraria and Lowry can work with their supervisor to review the Emergency Operations Plan.

## **Emergency Closure Information**

The decision to close the Auraria campus will affect the entire campus. No individual department may announce its own decision. Employees should call 1-877-556-EMER (3637) for AHEC's information phone recording or watch local news stations for closure announcements. Employees should follow their department's procedures.

Employees at Lowry should refer to [Lowry Campus Facilities](#) for information regarding emergency closure information.

## **VIOLENCE IN THE WORKPLACE**

CCD has zero-tolerance for workplace violence. Any act of or threat of verbal, psychological or physical aggression will not be tolerated. An employee who believes he/she has been subjected to workplace violence should report the incident immediately to his/her supervisor or Human Resources. [SBCCOE Policy BP 19-10, Violence/Firearms on Campus](#) applies to all employees.

## **Auraria Campus**

**The Phoenix Center at Auraria** was established in 2009 as a comprehensive resource for interpersonal violence (IPV) on the Auraria Campus. Their mission is to implement campus response services, provide education and facilitate dialogue related to IPV in the Auraria community. Auraria Campus employees should visit [The Phoenix Center at Auraria's website](#) for additional information.

## **Auraria Police Department (APD)**

APD is a dedicated full-service police department operating 24 hours a day, seven days a week, 365 days a year. The Auraria Campus Police Department is responsible for:

- Protection of life and property
- Detection of crime
- Enforcement of laws and regulations
- Investigations
- Traffic control
- Building and facility security

Employees on the Auraria Campus should call 911 from a campus phone or 303-556-5000 from a non-campus phone if an employee feels threatened, have experienced a violent act or see a violent act in progress.

## **Lowry**

Employees located at Lowry should contact Lowry Campus Security at 303-419-5557. Employees should call 911 for emergencies only.

## **Advanced Manufacturing Center (AMC)**

Employees located at AMC should contact Denver Police Department at 720-913-2000 for non-emergency help and 911 for emergencies only.

## **SMOKE-FREE WORKPLACE**

Smoking is not permitted in the following areas:

1. Campus owned or leased buildings.
2. Within 25 feet of an exit, entrance, or open window of a campus owned or leased building.
3. Campus vehicles, including automobiles, shuttles, trucks and vans.

Additionally, the Auraria Campus has designated areas where smoking can occur. Employees should reference [Auraria Campus Smoking Policy](#) and the [Auraria Campus Smoking Area Map](#).

## **WORKPLACE EXPECTATIONS**

### **Code of Ethics**

[SBCCOE Policy, BP 3-70, Colorado Community Colleges System Code of Ethics](#) applies to all employees.

### **Conflicts of Interest - Relationships**

[SP 3-70a, Conflicts of Interest - Relationships](#) applies to all employees.

### **Whistleblower Protection Policy**

[SBCCOE Policy BP 3-71, Whistleblower Protection Policy](#) applies to all employees.

### **Information Technology**

[SBCCOE Policy BP 3-125 Electronic Communication](#) and [SP 3-125c, General Computer and Information Systems Procedures](#) applies to all employees.

## **FERPA**

Student educational records are considered confidential and may not be released without the written consent of the student. Employees have access to information only for legitimate use in completion of their responsibilities as a college employee. "Need to know" is the basic principle of a legitimate educational interest. If employees are ever in doubt, they should not release any information until they speak to the office responsible for student records at CCD. Employees should contact the Executive Dean of Enrollment Management or the Registrar, by visiting [Community of College of Denver's Directory](#).

Some information is considered public and may be referred to as "directory information". This information can be released without the student's written permission. "Directory information" includes: name, dates of attendance, degrees and awards received, major program, participation in officially recognized activities and sports, college issued student email account and most recent educational institution attended. However, the student may opt to consider this information confidential as well.

The following is considered private and should not be posted, displayed or made available to the general public or other students, even if they are in the same class:

- Grade sheets.
- Anything containing a student S#, student ID, GPA or grade.
- Any other information that would personally identify the student.
- Class Lists.

CCD employees must also get written permission from the student to write a letter of recommendation. Employees must use the [Letter of Recommendation Request](#) form.

Employees will not:

- Use any portion of an S# in any public way.
- Speak to any third party, even a parent, about a student's progress, attendance or grade. All such requests must go through the Dean of Enrollment Services and have a signed release before the communication can occur.
- Provide anyone with lists of students enrolled in classes for any commercial purpose.
- Provide anyone with student schedules, addresses and phone numbers or assist anyone other than Community College of Denver employees in finding a student on campus.

## **Outside Employment**

No employee is allowed to engage in any outside employment or other activity that is directly incompatible with the duties and responsibilities of the employee's college position, including any business transaction, private business relationship or ownership. The employee is not allowed to accept outside compensation for performance of college duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expenses or other thing of monetary value that could result in preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels and disclosure or use of confidential information acquired through college employment. Incompatibility includes reasonable inference that the above has occurred, may occur or has any other adverse effect on the public's confidence in the integrity of the college.

Employees who wish to seek/accept outside employment must complete CCD's [HR-32 Employee Disclosure of Outside Employment](#) form.



## **Attendance, Punctuality & Leave**

Regular attendance and punctuality are essential to all employees' jobs. All time off should be requested and approved in as far in advance as possible. Unapproved absences and employees who arrive to work late on a repetitive basis may be subject to [progressive discipline](#).

Non-classified fulltime staff should reference [SBCCOE Policy BP 3-60, Employee Benefits](#) for information pertaining to leave.

The Holiday Schedule applies to all fulltime non-classified and classified employees. The Holiday Schedule can be found under CCD Connect > Dashboard > Holiday Schedule.

## **Administrative Leave for Academic and Volunteer Activities**

All fulltime non-classified and classified employees should refer to [SP 3-60b, Administrative Leave for Academic and Volunteer Activities](#).

## **Employee Personnel Files**

Employee personnel files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. The college may be subject to state requirements, including potential requirements to provide copies of personnel files.

## **COMPENSATION**

### **Fulltime Non-Classified Staff Performance and Salary Review**

In April of each year, employees and their supervisors will discuss the performance plan for the next year. The evaluation cycle is April 1 – March 31 of each year. In October of each year, a mid-year review is conducted. This gives the employees and their supervisor the opportunity to check the employee's progress. In April of each year, employees will have their performance evaluation for the year. The Performance Appraisal Form for Administrative/Technical Professionals can be found in CCD's [HR-2](#).

The rating categories for administrative/technical professional employees are:

- Exemplary
- Commendable
- Needs Improvement.

The final performance rating may be related to a pay increase, depending on funding. All salary increases must be approved by the College President.

### **Payment of Wages & Time Reporting**

All active fulltime employees are paid monthly on the last business day of every month for all months except June. Wages paid for the month of June for every year are paid on the first of July.

All other employees will be paid on a biweekly basis. The Biweekly Payroll Calendar for all biweekly employees can be provided to employees who make the request by contacting [HREP@ccd.edu](mailto:HREP@ccd.edu).

All nonexempt employees must complete a timesheet for all hours worked. The timesheet must be submitted to the employee's supervisor for review prior to required submission deadlines. A work hour is any hour of the day that is worked and should be recorded accurately. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday and ending on Friday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded accurately. Overtime must be approved in advance by the employee's supervisor. Generally all instances of overtime will be processed back to the employee

as compensatory time. If wages will be paid for overtime worked, this must be approved in advance by the employee's supervisor. CCD's [HR-5](#), Compensatory Time Agreement form, authorizes compensatory time to eligible employees in lieu of monetary compensation for any hours worked as overtime. CCD's [HR-12](#), the Overtime Agreement form, is for employees who work overtime.

Exempt employees are not eligible for overtime or compensatory time.

Employees will submit their time record weekly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

All leave-eligible non-classified employees must submit their leave requests in CCDConnect under the Employee Tab > Leave Request/Report.

### **Work Schedule & Meal/Rest Periods**

The employee's supervisor is responsible for assigning the employee's working hours. All college employees are expected to be at work regularly and on time. If employees will be late or absent, they must follow their department's proper call-in procedure.

The scheduling of meal periods at Community College of Denver is set by the employee's immediate supervisor with the goal of providing the least possible disruption to college operations.

Meal periods are important to college productivity and employee health. Employees who work at least five (5) consecutive hours will be provided a meal break at least 30 minutes but not to exceed 60 minutes of uninterrupted time. The meal period will not be included in the total hours of work per day and is not compensable.

Nonexempt employees are to be completely relieved of all job duties while on meal breaks and timesheets must reflect accurate meal periods. Breaks are not mandatory and, if granted, count as work time and cannot be used at the beginning or end of the workday or to add to a meal period. Generally, a break is considered to be ten (10) to fifteen (15) minutes long, if granted by the employee's supervisor.

## **Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the College. Travel must be authorized in advance. Employees approved for travel must reference CCD Procedure [FS-5](#).

## **FAMILY AND MEDICAL LEAVE ACT**

Non-classified staff should refer to [SP 3-60a, Family and Medical Leave](#). Any questions regarding Family and Medical Leave should be directed to Community College of Denver's Benefits Specialist at 303-352-3004.

## **BENEFITS**

Non-classified benefits for fulltime staff are administered by Colorado Community Colleges System. For more information about these benefits, non-classified fulltime staff should visit [CCCS.edu](#) under Employee Benefits.

All questions regarding benefits should be referred to Community College of Denver's Benefits Specialist at 303-352-3004 or [CCD.Benefits@ccd.edu](mailto:CCD.Benefits@ccd.edu).

## **Tuition Assistance Program**

All fulltime non-classified and classified employees should refer to [SP 3-60e, Tuition Assistance Program for Employees and Tuition Scholarship Program for Spouses, Domestic Partners and Eligible Children](#).

## **Working Together**

Working Together is a non-profit organization based on the spirit of state employees helping state employees. The organization provides grants up to \$500 for employees experiencing emergencies and personal hardships. Funds are issued directly to the creditor or provider. Employees are eligible to apply for this program after six (6) months of employment. Employees should refer to the [Working Together website](#) for additional information.

## **State Work-Life Programs**

The State of Colorado has partnered with BenefitHub, a discount provider that is a resource for exclusive discounts at favorite national and local merchants. For more information, employees should visit [BenefitHub's website](#).

## **Credit Union of Colorado**

Credit Union of Colorado, formerly Colorado State Employees Credit Union (CSECU) is available to all employees. The satellite branches are located throughout the Denver metro area. For more information, employees should visit [Credit Union of Colorado's website](#).

## **Parking & Transportation at Auraria**

Employees should refer to [AHEC's website](#) for information regarding parking and transportation at Auraria.

## **Campus Recreation at Auraria**

Campus Recreation at Auraria (CRA) is a comprehensive fitness, recreational and leisure service provided to the tri-institutional students and the staff and faculty employed on the Auraria Campus. This tri-institutionally funded service receives its programmatic dollars from the student affairs fees of all three institutions and also receives bond fees from all three institutions to maintain and renovate the PE Event Center, which includes a fitness center, racquetball, squash and basketball, dance studio and more. Employees should visit [CRA's website](#) for additional information.

## **Health Center at Auraria**

The Health Center at Auraria is a tri-institutional entity that provides medical services to all students, faculty and staff of the Auraria Campus. The Health Center at Auraria is committed to caring for each member of this diverse community with sensitivity and respect, cognizant of the cultural and interpersonal aspects of good health care. The Health Center at Auraria provide easily accessible, high quality medical and health education services that involve each individual in all aspects of his or her health care. Employees should visit the [Health Center at Auraria's website](#) for additional information.

## **WORKER'S COMPENSATION**

All Community College of Denver's employees are automatically covered for injuries sustained in the course of employment. Employees must report all injuries as soon as possible to their supervisor and complete an [Incident Report](#) within 24 hours of the injury. Medical care for work-related injuries is provided at HEALTHONE clinics/providers or Concentra clinics. The employee's supervisor and/or Benefits Specialist will provide the employee with the appropriate information. Employees may be financially responsible if they do not go to a designated worker's compensation approved provider, excluding emergencies. All questions regarding worker's compensation should be referred to Community College of Denver's Benefits Specialist at 303-352-3004.

## **ADDITIONAL LINKS**

### **Colorado Community College System**

<https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

### **Community College of Denver Procedures & Forms:**

<https://www.ccd.edu/docs>

### **Community College of Denver Human Resources Procedures & Forms**

<https://www.ccd.edu/docs?text=&organization=67&program=All&audience=All&=Search>