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</table>
Welcome to the Lory Student Center! Whether you are a brand new employee or a more seasoned member of the LSC, we’re glad to have you on board!

As a student-fee funded auxiliary of Colorado State University, the LSC exists for the purpose of providing services and amenities which facilitate a strong connection between students and their campus community. Regardless of your position or whether you work in the LSC, Morgan’s Grind, the SLiCE office, or any one of our more than 40 cost centers, LSC employees are joined by our commitment to excellence and to providing high-quality service to all we serve.

The LSC’s success is the result of innovative and hard-working employees willing to make suggestions and think creatively. Our hope is that all of our employees will use the opportunities available to them to expand their knowledge and skills to develop personally and professionally. We want the LSC to be a source of inspiration and pride to each and every one of us.

This handbook is a resource to assist employees in understanding key policies and procedures. It should be used as a ready reference to answer employment-related questions and to assist in ensuring consistent and fair treatment for all employees. The LSC values our work force and the contribution of each and every staff member.

Again, welcome! We look forward to working with you.

Sincerely,

Michael E. Ellis, Ed.D.
Assistant VP Student Affairs/Executive Director Lory Student Center
Mike.Ellis@ColoState.EDU
(970) 491-6395 Office; (970) 207-1228 Home
HISTORY OF THE LORY STUDENT CENTER

In 1932, two Colorado A&M student leaders conceived the idea of a student union facility. They mounted a campaign to gain acceptance of such an idea by both University administrators and students. The student body voted to assess themselves an annual fee of $9 for the purpose of building a fund for “the Union,” knowing that many students would graduate before construction of the facility was completed.

The first Colorado A&M Union was completed in 1936 and was named Johnson Hall, after a well-liked Dean of the Faculty (S. Arthur Johnson, 1902-1930s). In 1939, Johnson Hall was expanded south to create a large ballroom and several adjacent lounges and meeting rooms.

When Colorado A&M became Colorado State University in the early 1960s, enrollment growth necessitated a larger and more centrally located facility. A new building, consisting of 160,000 square feet, was completed in 1962. This facility was named after Charles A. Lory, Colorado State University’s President from 1908 to 1933. Within four years, another surge in enrollment led to a 140,000 square foot addition. Completed in 1968, this addition, along with the original facility, covered approximately seven acres and was intended to support an enrollment of 20,000 students. On July 28, 1997, the Lory Student Center (LSC) and much of the campus was hit by a flood. Completed 20 months later, an $18 million dollar renovation of the Center produced a new and reconfigured lower level.

As the physical facility has expanded, the LSC has become “home” to numerous organizations and business partners, including Adult Learner & Veteran Services; Asian/Pacific American Cultural Center; Black/African American Cultural Center; Career Center; Carl’s Jr.; El Centro; FastPrint (formerly CopyRite); First National Bank; Gay, Lesbian, Bisexual, Transgender, Queer, Questioning, & Ally Resource Center; Fraternity & Sorority Life; James Campus Salon; Native American Cultural Center; Off-Campus Life; Panda Express; RamCard; RAMtech; Recycled Cycles; Rocky Mountain Student Media Corporation (RSMC); Spoons; Student Legal Services; Subway; Taco Bell; Transfort; Ramskeller; Satellite Offices for Resources for Disabled Students (RDS); International Programs; and Women and Gender Advocacy Center (WGAC).

Maintaining a healthy balance between student support services and revenue generating businesses continues to be a priority for the Lory Student Center Governing Board (LSCGB) and staff.
WHO WE ARE

CSU’s Mission Statement
Inspired by its land-grant heritage, CSU is committed to excellence, setting the standard for public research universities in teaching, research, service and extension for the benefit of the citizens of Colorado, the United States and the world.

- Adopted by the Board of Governors of the Colorado State University System in May 2010

DSA’s Mission Statement
The Division of Student Affairs fosters a campus community that supports students in the development of their unique potential, inspiring them to be active learners, successful graduates, and engaged citizens.

LSC’s Mission Statement
We are dedicated to promoting a supportive, creative learning environment by developing campus community through a diversity of high quality, student-centered programs and services.

LSC’s Philosophy
The LSC is proud to foster an environment that honors and respects all members of the University community, and creates a friendly, inviting destination for students, faculty, staff, alumni, and guests. We value the provision of stable, yet flexible employment that embraces enthusiastic teamwork, development of employees, and superior customer service for both internal and external customers. We are proud to be the gathering place for the campus community offering vibrant social, educational, recreational, and cultural activities that stimulate discussion and debate.

We believe in the mutual respect that develops through positive, collaborative relationships among individuals. Learning about one another and celebrating the rich diversity of people and ideas within our community is at the core of what we value.

LSC General Statement
The Lory Student Center is the community center for all members of the Colorado State University campus including students, faculty, staff, and visitors. The Lory Student Center provides a central place for students and others to spend time learning, socializing and relaxing while coming to feel more closely connected to the campus. The Lory Student Center contributes directly to the educational mission of Colorado State University by providing encouragement and opportunities for participation in educational, cultural, and recreational activities and provides services for the convenience of the campus community.

The Lory Student Center seeks to provide a safe and secure place in which a wide array of programs and services may be offered to the campus community. The Lory Student Center is a non-profit organization supported in part by student fees. The following policies and procedures guide the management of the Lory Student Center and are designed to help members of the community understand the Lory Student Center’s operations and to assist them in making full use of its programs, services, and facilities. The Lory Student Center Governing Board with review and advice from Lory Student Center staff approves all policies. Exceptions to the policies and procedures in this manual may be made by the Executive Director of the Lory Student Center and his/her designee as needed and with appropriate consultation with the Lory Student Center Governing Board.
200 LEVEL

**Eat**
- 203: Intermissions
- 222: Sweet Sensations
- 252: Food Court

**Play**
- 200A: Curfman Gallery
- 200B: Curfman Gallery Extension

**Shop**
- 244: James Salon
- 246: Fast Print
- 271: First National Bank
- 275: Ramcard Office
- 279: CSU Bookstore
- 280: Ramtech

**Relax**
- 207: Diane Warren Kindness Lounge

**Gather**
- 201TH: LSC Theatre
- 204: ASCSU Senate Chamber
- 206: ASCSU
- 210: Student Leadership, Involvement & Community Engagement (SLiCE)
- 212: Meeting Room
- 223: Resources for Disabled Students
- 225: El Centro
- 226: Meeting Room
- 228: Meeting Room
- 232: Gay, Lesbian, Bisexual, Transgender, Queer, Questioning & Ally Resource Center
- 234: Women and Gender Advocacy Center
- 288: Adult Learner and Veteran Services
- 290: Grey Rock Room

**Learn**
- 230: Study Room
- 231: Retention Coordinator
- 240: Campus Information and Box Office
- 242: CSU Police Department
- 274: Off-Campus Life
- 276: LSC Business Services
- 284: Student Legal Services
## CONTACT LIST & DIRECTORY

<table>
<thead>
<tr>
<th>Lory Student Center</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lory Student Center</td>
<td>(970) 491-3977</td>
<td>(970) 491-1673</td>
</tr>
</tbody>
</table>

### Advocacy Offices

- Adult Learner and Veteran Services: (970) 491-6154
- Asian/Pacific American Cultural Center: (970) 491-5781
- Black/African American Cultural Center: (970) 491-5722
- El Centro: (970) 491-4342
- Gay, Lesbian, Bisexual, Transgender, Queer, Questioning, & Ally Resource Center: (970) 491-1332
- Native American Cultural Center: (970) 491-6385

### Business Offices

- Accounting: (970) 491-6626 (970) 491-0972
- Payroll: (970) 491-4849

### Campus Activities / Campus Information

- Campus Activities: (970) 491-1114
- Campus Box Office: (970) 491-2044
- Campus Information: (970) 491-3298
- www.whatsup.colostate.edu: (970) 491-5874
- www.whatsup.colostate.edu: (970) 491-0546
- Curlman Gallery: (970) 491-2810
- Flea Market: (970) 491-2727
- RamEvents: (970) 491-2727

### CSU Bookstore

- Accounting Information: (970) 491-5005
- Art & Engineering Supplies: (970) 491-1481
- Bookstore, Colorado State University: (970) 491-0546
- www.bookstore.colostate.edu: (970) 491-0546
- Clothing & Gifts: (970) 491-0546
- Customer Service: (970) 491-0546
- Electronics & Writing Supplies: (970) 491-1481
- General Book Information: (970) 491-1500
- IMO Supplies: (970) 491-1481
- Order Fulfillment: (970) 491-0904
- Special Book Orders: (970) 491-1500
- Textbook Adoptions: (970) 491-1538
- Textbook Information: (970) 491-5461
- Textbook Refunds: (970) 491-7199

### Dining Services

- Aspen Grille: (970) 491-7006
- Bagel Place: (970) 491-1188
- Bagel Place 2: (970) 491-3124
- Bean Counter: (970) 491-3881
- Cam’s Lobby Shop: (970) 491-3910
- Carl’s Jr Restaurant: (970) 482-3616
- Catering: (970) 491-5332
- INTO Café: (970) 492-4696
- Lake Street Market: (970) 491-1937
- Morgan’s Grind: (970) 491-4374
- Panda Express: (970) 482-3226
- Ramskeller: (970) 491-2380
- Scoops Soups & Salads: (970) 224-2254
- Subway: (970) 490-5974
- Sweet Sensations: (970) 491-3298
- Sweet Temptations: (970) 491-2044
- Taco Bell: (970) 482-5331
- That’s a Wrap: (970) 491-5112
- University Club: (970) 491-5587
<table>
<thead>
<tr>
<th>Event Planning and Building Operations</th>
<th>Building Manager ........................................................................................................</th>
<th>(970) 215-7112</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Custodial Services ................................................................................................</td>
<td>(970) 491-4284/491-7578</td>
</tr>
<tr>
<td></td>
<td>Event Planning Services/Room Reservations ..................................................................</td>
<td>(970) 491-0229</td>
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<tr>
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<td><a href="http://www.sc.colostate.edu/epo.aspx">www.sc.colostate.edu/epo.aspx</a> ..................................................................................</td>
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<tr>
<td></td>
<td>Event Services Department Audio/Visual, Set-Up Crew ..............................................</td>
<td>(970) 215-7112</td>
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<td>Maintenance Dept .......................................................................................................</td>
<td>(970) 491-2644</td>
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<td>(970) 491-6423</td>
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<td>Executive Director’s Office</td>
<td>Executive Director’s Office ....................................................................................</td>
<td>(970) 491-6395</td>
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<td>(970) 491-6423</td>
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<tr>
<td>IT Services</td>
<td>LSC IT Help Desk .....................................................................................................</td>
<td>(970) 491-5539</td>
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<tr>
<td>Lory Student Center Governing Board</td>
<td>Lory Student Center Governing Board .......................................................................</td>
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<td>Lost &amp; Found</td>
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<td>(970) 491-6444</td>
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<td>Marketing Services</td>
<td>Marketing Department ...............................................................................................</td>
<td>(970) 491-4898</td>
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<td>Career Center ...........................................................................................................</td>
<td>(970) 491-5707</td>
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<td>FastPrint ..................................................................................................................</td>
<td>(970) 491-5034</td>
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<td>First National Bank ..................................................................................................</td>
<td>(970) 495-9560</td>
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<td>Fraternity &amp; Sorority Life .......................................................................................</td>
<td>(970) 491-0966</td>
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<td>James Salon ..............................................................................................................</td>
<td>(970) 493-9234</td>
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<td></td>
<td>Off-Campus Life ........................................................................................................</td>
<td>(970) 491-2248</td>
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<td>RamCard Office .........................................................................................................</td>
<td>(970) 491-2344</td>
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<td></td>
<td>RAMtech ....................................................................................................................</td>
<td>(970) 491-7625</td>
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<tr>
<td></td>
<td>Recycled Cycles .......................................................................................................</td>
<td>(970) 491-9555</td>
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<td><a href="http://www.recycled-cycles.com">www.recycled-cycles.com</a> .........................................................................................</td>
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<td></td>
<td>Student Legal Services .............................................................................................</td>
<td>(970) 491-1482</td>
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<tr>
<td></td>
<td>Rocky Mountain Student Media Corporation ................................................................</td>
<td>(970) 491-1683</td>
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<td>Transfort Transit Center .........................................................................................</td>
<td>(970) 416-2330</td>
</tr>
<tr>
<td>Student Government</td>
<td>Associated Students of Colorado State University (ASCSU) .......................................</td>
<td>(970) 491-5931</td>
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<tr>
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<td>Student Leadership, Involvement &amp; Community Engagement</td>
<td>Co-Curricular Leadership .........................................................................................</td>
<td>(970) 491-0444</td>
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<td>Involvement ..............................................................................................................</td>
<td>(970) 491-1682</td>
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<tr>
<td></td>
<td>President’s Leadership Program ................................................................................</td>
<td>(970) 491-1682</td>
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<tr>
<td></td>
<td>SLICE .........................................................................................................................</td>
<td>(970) 491-1682</td>
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<tr>
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<td><a href="http://www.slice.colostate.edu">www.slice.colostate.edu</a> .............................................................................................</td>
<td>(970) 491-2826</td>
</tr>
<tr>
<td></td>
<td>Volunteer Programs ....................................................................................................</td>
<td>(970) 491-2175</td>
</tr>
</tbody>
</table>
CSU ID
All CSU employees are assigned a 9 digit number, also known as your CSUID. This number can be obtained from the LSC Payroll/Personnel Office within 48 hours after the initial hiring paperwork is completed and processed.

Once you have your CSUID number, you will register for your CSU Electronic ID, eID. This eID is used to log into systems, web applications, access email, and more. To register for your eID, access https://eid.colostate.edu/ and choose “Register for your eID.” You will then answer a few personal questions before you are able to register your eID.

Employee ID Cards
Career staff is encouraged to obtain a RamCard from the RamCard office. This card is free for new employees and is used for identification, secure access, as well as for Transfort, MAX and Around the Horn campus shuttles.

Getting a RamCard for a New Employee
1) The requesting department should submit a separate Kuali Internal Order (IO) for each employee to “RAMCARD” (Internal Supplier) for the cost of a RamCard. Please include the employee’s name, CSU ID number, phone number, and email address.

2) Once the IO has been approved, a RamCard Office staff member will contact the employee and invite them to visit the Office to get their RamCard. The employee should bring a valid, government-issued photo ID such as a U.S.

Replacement RamCards
The cost for all replacement RamCards due to loss, theft, or damage is $25, and is the employee’s responsibility. Employees who wish to pay directly may visit the RamCard Office, during regular business hours, to get a replacement card. If a department wishes to pay the cost of an employee’s replacement RamCard, they can do so by initiating a separate Kuali Internal Order (IO) to the RamCard Office for each individual. Follow the procedures noted above for acquiring a new RamCard, and adjust the payment to $25.

The RamCard office is located on the second floor of the Lory Student Center. You should be prepared to have your picture taken.

Classification of Employees
Employees of Colorado State University are categorized as:

1. Academic Faculty and Administrative Professionals
These employees are appointed by the Governing Board or President of the University as applicable, upon recommendation of University officials. See Section 2 of the Human Resources Manual for details.

2. State Classified Personnel
State classified personnel are appointed by the Executive Director and Chief Human Resource Officer of the Human Resources Department. These employees are classified according to and are governed by State Personnel Rules and Regulations and University policies. See Section 3 of the Human Resources Manual for details

In addition to the career staff classification above, the LSC employs student, and non-student hourly employees. The majority of our student employees are CSU students, but we do occasionally employ students from other institutions. We also hire non-students who are considered 9-month temporary employees, please see the HR manual for rules regarding non-student hourly employee rules.
Revised September 12, 2016, LSC Employee Guidebook

Leave Policies
Please refer to the HR manual for specific guidelines on leave policies. As a general rule, the following leave balances are accrued for full-time employees. Part-time employees earn leave on a pro-rated basis.

State Classified Annual Leave

<table>
<thead>
<tr>
<th>Years of Service*</th>
<th>Days Earned</th>
<th>Per Month</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th</td>
<td>1 Day</td>
<td>8 Hours</td>
<td>24 Days</td>
</tr>
<tr>
<td>6th through 10th</td>
<td>1 ¼ Days</td>
<td>10 Hours</td>
<td>30 Days</td>
</tr>
<tr>
<td>11th through 15th</td>
<td>1 ½ Days</td>
<td>12 Hours</td>
<td>36 Days</td>
</tr>
<tr>
<td>16th and over</td>
<td>1 ¾ Days</td>
<td>14 Hours</td>
<td>42 Days</td>
</tr>
</tbody>
</table>
Computed from the first calendar day of the month following hire unless the employee began work on the first working day of the month, in which case the first calendar day of the month of hire is used.

State Classified Sick Leave
As of July 1, 1988, full-time employees earn 10 days sick leave per year (6.66 hours per month). Part-time employees who work regular, non-fluctuating schedules earn leave on a prorated basis based on the percentage of the regular appointment, rounded to the nearest 1/100 of an hour. Leave for part-time employees who work irregular, fluctuating schedules and full-time employees who work or are on paid leave less than a full month is calculated by dividing the number of hours worked by the number of work hours in the pay period. The percentage is then multiplied by the employee’s leave earning rate (number of hours a full time employee would earn per month) to derive the leave earned. Overtime hours are not included in leave calculations.

Administrative Professional Annual Leave
Full-time administrative professionals on regular or special twelve (12) month appointments earn annual leave at the rate of two (2) days per month.

Administrative Professional Sick Leave
Sick leave is earned at the rate of 1.25 days per month while on full-time appointment. Administrative professionals appointed less than full-time, but at least half-time (0.5) earn sick leave prorated by the part time fraction of their appointment. No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis. Accrual is cumulative with no maximum.

Attendance and Punctuality
Absenteeism and tardiness place a burden on customer service delivery, other employees, and daily operations. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

An employee’s attendance is a critical factor of job performance and a business necessity essential to the operation of the Student Center. When an employee’s attendance is not satisfactory, it has the direct consequence of affecting our ability to provide our customers with excellent care. It is the supervisor’s responsibility to review the situation and determine whether written corrective and/or disciplinary action is warranted.

Attendance Tracking
The LSC Payroll/Personnel Office is responsible for maintaining accurate Annual and Sick Leave records based on the employee’s leave requests and the supervisor’s approval. LSC Payroll/Personnel is also responsible for maintaining employee’s electronic time entry and for maintaining attendance records and overtime pay for eligible employees. It is the employee’s responsibility to document their hours worked and to request all leave to be taken in the leave system. The supervisor is responsible for approving hours worked and verifying leave taken as well as approving requested leave in the system. Records should be kept in the LSC Payroll/Personnel office for any individual who receives corrective or disciplinary action documenting the name, date of occurrence, and specific action taken. Copies of formal discipline are kept in the employee’s personnel file, in addition to Human Resources.

LSC employees are required to use the Division of Student Affairs Leave Request & Approval System for requesting leave. This system can be accessed using the following address/link: https://wsnet2.colostate.edu/cwis199/sal/login.asp

You will use your eID username and password to access this system and user instructions can be found by navigating to FAQ (on the top menu bar) and choosing “End User” within this menu item.

Employees who are classified as non-exempt will also be required to complete a time sheet, recording hours worked and leave taken by type on a daily basis. This time sheet is distributed each month by the Payroll/Personnel Office and instructions for completing this correctly are included on the form.

Questions regarding the leave system and timesheets should be directed to the Payroll/Personnel Office at lscpayroll@colostate.edu or (970) 491-2324.

The Family and Medical Leave Act, FMLA, of 1993 entitles administrative professional employees to 12 work-weeks of leave and state classified employees 13 work-weeks of leave during a 12-month period for (a) the birth and care of a child or placement and care of an adopted or foster child within 1 year of the event; (b) the serious health condition of the spouse, child, or parent; or (c) the employee’s own...
Workers Compensation

serious health condition. In the case of a non-state classified employee, the 12 month period will be rolling, measured from the 1st date FML is used to the same date 12 month later.

The full FML policy for all University employees except state classified can be found in appendix 3 of the Academic Faculty and Administrative Professional Manual. FML designations and notices are to be remitted to the Human Resources Benefits Unit. FML questions regarding current procedures and forms should be directed to the Human Resources Department at (970) 491-MyHR (6947).

NOTE: State classified employees are covered by the State of Colorado FML policy. Refer to Section 3 of the Human Resources Manual, for the specific provisions of that policy.


Colorado law requires employers to provide workers’ compensation insurance for employees who are injured on the job, or contract disease related to their work duties, as determined to be compensable by the State Compensation Insurance Fund. Such insurance provides for medical treatment and lost wages replacement up to the average weekly wage established annually by the Colorado Department of Labor. A physician’s statement must be presented to the respective department by the injured employee stating the specific day(s) of disability caused by the accident or occupational disease.

Colorado State University is insured for workers’ compensation under self-insurance maintained by the State of Colorado for all agencies and institutions of the State. A third party claims administrator is contracted by the State and all employer (University) responsibilities are handled locally by Environmental Health Services located on campus.

The University provides workers’ compensation for all paid employees except visiting faculty, student interns, and independent contractors. Contact Environmental Health Services or visit their web site at www.ehs.colostate.edu for detailed information and forms.

As of January 1, 1997, state classified staff may be granted injury leave up to 90 working days with full pay when the employee agrees to allow weekly workers’ compensation benefits to be paid directly to the University. After exhaustion of injury leave, workers’ compensation benefits will be paid directly to the employee and the remaining one-third of the employee’s salary will continue to be paid by the University and will be charged against the employee’s accrued sick and annual leave. If the employee remains off work to the extent that accumulated leave is exhausted, the employee will continue receiving payments from worker’s compensation, but pay from the University will cease and the employee will be placed on leave without pay. See (Section 3 of the Human Resources Manual) for additional information.


As of January 1, 1997, state classified staff may be granted injury leave up to 90 working days with full pay when the employee agrees to allow weekly workers’ compensation benefits to be paid directly to the University. After exhaustion of injury leave, workers’ compensation benefits will be paid directly to the employee and the remaining one-third of the employee’s salary will continue to be paid by the University and will be charged against the employee’s accrued sick and annual leave. If the employee remains off work to the extent that accumulated leave is exhausted, the employee will continue receiving payments from worker’s compensation, but pay from the University will cease and the employee will be placed on leave without pay. See (Section 3 of the Human Resources Manual) for additional information.


Professional Development and Training Opportunities

LSC career staff is encouraged to take part in professional development and training opportunities offered at the University. Each year in January, The Institute for Learning and Teaching, TILT, hosts the Professional Development Institute (PDI). PDI offers CSU faculty members, state classified personnel, administrative professionals, and graduate students an opportunity to explore a wide range of topics designed to enhance their professional growth and personal enrichment. It provides an opportunity to share ideas, explore issues, and gain insights into learning, teaching, and service, as well as other professional and personal activities.

The PDI is only one example of University-sponsored professional development opportunities. CSU’s training and organizational development site, www.training.colostate.edu, offers workshops throughout the year.

Professional development opportunities should always be discussed with your supervisor prior to making commitments to attend. Permission to attend is at the supervisor’s discretion.
Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The University complies with the Civil Rights Act of 1964, as amended, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, The Pregnancy Discrimination Act of 1978, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans. The Office of Equal Opportunity is located in 101 Student Services.

All salaried classified employees are paid through direct deposit every month on the last working day of the month. Hourly employees are paid on a bi-weekly schedule. Pay advices are available online at the CSU Campus Administrative Portal:

Follow these step-by-step directions to obtain your paystub and/or W-2:

- Use an on-campus computer to sign in
- Click this link: https://cap.is.colostate.edu
- Enter your eName and ePassword. Click OK.
- Click on Human Resources
- Click "Register for Employee Self Service"
- Click on any item in the center column to view the information and print.

CSU Employee Self-Service:

- Personal Information
- Employee Information
- Direct Deposit Information
- Pay Advices (pay stub)
- W-4 Tax Form
- Employee W-2

To view information for an earlier pay period, select the date from the “Choose a Payslip” field and click “GO.” Please print pay advices two-sided, when possible. Visit the LSC Payroll/Personnel office if you have questions.

Visit Parking and Transportation Services for details regarding parking permits and regulations; website: http://parking.colostate.edu/, address: CSU Parking Services, Lake Street Garage, 6012 Campus Delivery, Fort Collins, CO 80523-6012, phone: (970) 491-7041, email: parking@colostate.edu

Allowing work breaks is not mandatory. Employee breaks are scheduled in each unit at the supervisor’s discretion.

Theft, whether it is money, products, or a violation of policy (i.e. misreporting of time), will not be tolerated. Theft may lead to corrective/disciplinary action which may include termination.
Revised February 18, 2014, LSC Employee Manual

Colorado State University is committed to providing a safe environment for all members of our community, including faculty, staff, students, volunteers and visitors. This is not only the responsibility of our leadership through example, development of policy, and administrative actions, it is a responsibility that we all share, must be willing to understand and to which we must all contribute. Sexual harassment is an issue to which we must pay special attention, due to its particularly corrosive effects on our community, the legal ramifications of particular cases, policy implementation and the perception of our campus.
All university employees are required to take the Workplace Answers sexual harassment awareness online module. **Shortly after their official start date, every new employee will receive an email from Workplace Answers with a unique link, associated only with them, allowing the employee to access the training module.**

As an educational institution, we are committed to a healthy and safe environment, which is particularly dependent on the trusting relationships that develop between colleagues, instructors and students, and student peers. Sexual harassment in any form undermines this trust. As members of the CSU community, your assistance with the university’s efforts to ensure that we have a healthy, welcoming and safe campus for all is appreciated.

Please contact the Office of Equal Opportunity with any questions you may have.
Revised September, 2016, http://oeo.colostate.edu

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**Substance Abuse**

The State of Colorado has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees, clients, and the public. Employees impaired by alcohol or other drugs during work hours pose safety and health risks to themselves and others. To ensure a safe working environment, it is the policy of the State of Colorado that use of alcohol, other drugs, and/or controlled substances that results in job impairment is prohibited. It is also the policy of the State of Colorado that illegal possession, manufacture, use, sale, or transfer of a controlled substance on state property or during work hours by its employees is prohibited. Violations of this policy may be cause for management/supervisor intervention.

**Explosions or HazMat spills**

Call 911 immediately.
- Describe to 911 dispatcher exactly what happened and information about injuries.
- Evacuate if safe to do so.
- If there is an explosion due to a device/bomb, be aware that other explosive devices may be in the area.
- If you come into contact with spilled material, immediately remove clothing and flush with large amounts of water.
- Do not clean up a spill unless you are trained to do so and have the proper equipment.

**Violence**

- Call 911 immediately.
- Move away from violence. If possible, lock or secure yourself inside of a room, preferably a room without windows.
- Hide behind a desk, under a table, or in a closet or bathroom.
- Remain still and quiet until you have been told by emergency responders that you can leave the secure area.

**Active Shooter**

- If you are in a building, get out if possible.
- Hide out if you can find a suitable place of concealment.
- Take out: be prepared to fight off the attacker if no other option is available.
- Trust your instincts when making a decision about the action you take.
- Have a survival mindset: think about what you would do in such a situation in various settings.
Fires
• Immediately activate the fire alarm and call 911.
• Rescue anyone in immediate danger if possible without endangering yourself. NEVER enter an unfamiliar area, especially if smoke is visible.
• Evacuate the building and close doors behind the last person to confine the fire. Do not use elevators.
• Provide information to the first firefighters or police who arrive.
• Stay out of the building until you have permission to reenter it.

Bomb Threat
• If you receive a threat via phone, email, social media, or other forms, call 911 immediately.
• If via phone, keep the caller online as long as possible and note what you hear (background noises, accent, etc.). If possible, ask someone to call 911 immediately.
• If received via email or social media, do not delete, forward or respond to the message.

How do I get information during an emergency?
• The university posts messages to www.safety.colostate.edu.
• If you are a student or employee, you can register for emergency text messages (info at safety.colostate.edu).
• All students and employees are automatically opted into emergency emails.
• Building proctors may also be a good resource.

Medical Emergencies
• Look for additional dangers.
• Call 911. Do not hang up until the dispatcher gives you permission.
• Do not move the victim.
• Provide first aid in accordance with your training.
• Stay with the victim. Keep the victim warm and talk to the victim until emergency responders arrive.
• Send someone outside of the building or to the nearest street to wait for help and guide them to the victim.
• Do not clean up blood or vomit, or other bodily fluids, without proper training or equipment.

Floods
• Take shelter on higher ground in an area where rescuers can see you.
• Do not walk or drive through standing water.
• Ensure computers and equipment are turned off when safe to do so.
• Evacuate if directed to by emergency responders and do not reenter the area until you have permission to do so.

Severe Weather
• Obey closed areas.
• Know the designated emergency shelters in your building. If you have been asked to seek shelter, do not leave until you are told to do so.
• Monitor severe weather through the radio or online resources.
• Tornados that have touched down and lifted can touch down again within minutes or after as long as half an hour.
• Listen for the lightening warning horn if you’re near the recreational fields, Challenge Course, tennis facility or the Jack Christiansen Memorial Track. A 15-second horn blast means the potential for lightening is strong in the area. An amber light on the system flashes while a warning is in effect. Leave the open area and wait in a building or vehicle (not an event tent) until three short blasts, which signal an all-clear.