

# Anschutz CSA / ASA HR Community Meeting

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- ▶ **Tuesday, February 6, 2024**
- ▶ **from 10:00 to 11:30**
- ▶ **Via Zoom**

## AGENDA

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Tessa Carlson, Program Manager of Community Engagement & BOND Mentoring

- **BOND Mentoring Program Overview**

Faith Perry, Asst. VP & Deputy CRO, URM

LoriAnn Smith, Director, CU Anschutz & CU Denver URM

URM Workers' Compensation Claims Team

- **University Risk Management (URM) Overview & Workers' Compensation Claims Process**

Florie Montoya, Assistant VC of TAC, Compensation & HCM

Paul Joyce, Director of HR IT

- **Human Resources Staff – Transaction Center**

Wrap Up

# BOND Mentoring Program Overview

Tessa Carlson, Program Manager

Office of Diversity, Equity, Inclusion &  
Community Engagement



# BOND Mentoring: An Overview

Presented by:

Tessa Carlson (She/Her/Hers)

Program Manager, Community Engagement & BOND Mentoring



Office of Diversity, Equity, Inclusion  
and Community Engagement

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

# Background

After completing a campus-focused workshop with the Center for the Improvement of Mentored Experience in Research (CIMER), connecting with various campus stakeholders, and reviewing the results of the 2021 Campus Workplace Culture Survey, we have recognized the following areas of strategic focus:

- Attract, recruit, and retain \*BIPOC and other marginalized individuals across career stages
- Optimize mentoring relationships for staff and faculty
- Support the advancement and promotion of staff and faculty, especially those from underrepresented groups
- Create campus environments where individuals at all levels feel a sense of belonging

*\*BIPOC stands for Black, Indigenous, and People of Color*



# What is BOND Mentoring?

- BIPOC Opportunities for Networking and Development
- Mentoring program that will prioritize BIPOC staff and faculty, followed by employees with other marginalized identities; while this program prioritizes minoritized populations, it is available to all faculty and staff open to creating a diverse community that values equity and inclusion
- Will address goals under the Invest in Our People strategic initiative



# Our Approach

A combination of best practices adapted from existing programs, community building, and DEI education

- CIMER
- CU Denver Mentoring Across Differences 4-Part Webinar Series
- University of New Mexico 16<sup>th</sup> Annual Mentoring Institute Conference
- Customized content from HEAL and DFM's DEIA program
- Equitable application scoring tool from EOPI
- Community Building Circles
- Consistent opportunities for connection and growth
- Program evaluation



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# Program Components

- Orientation designed to empower and prepare mentors and mentees to be the best they can be
- Required mentor-mentee monthly meetings for one year, with six being in person
- Regular gatherings for professional development, peer-mentoring, and community building
- Certificate of completion after successful participation
- Ongoing support from BOND team in ODEICE



# Eligibility

## Mentees:

- Willingness to fully/actively participate
- Priority given to BIPOC staff and faculty followed by employees with other marginalized identities/those who value DEI

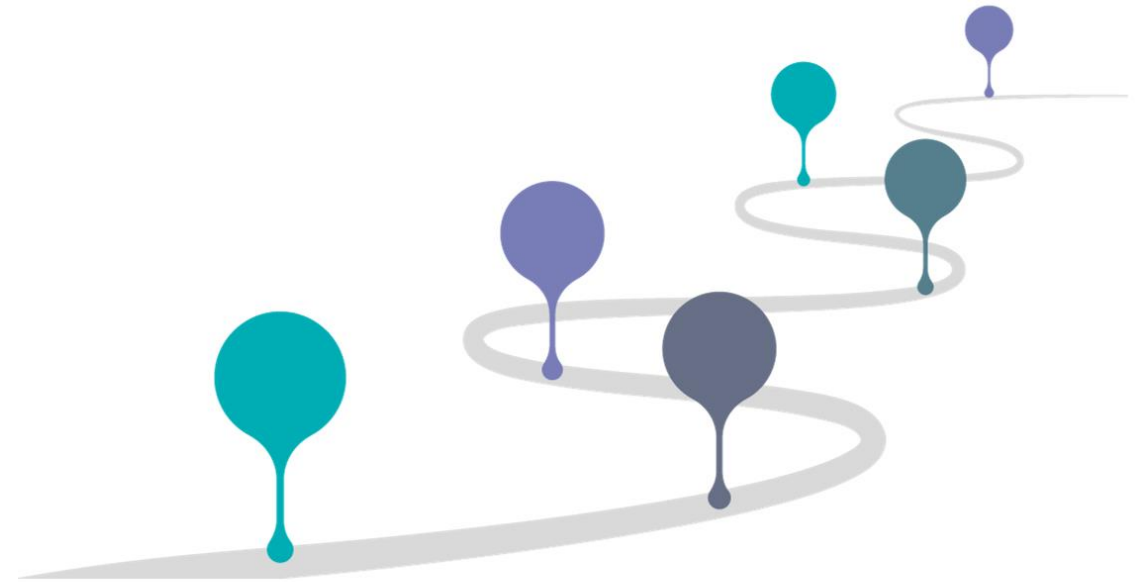
## Mentors:

- Commitment to DEI
- Willingness to fully/actively participate
- Willingness to express vulnerability/humility
- Willingness to support colleagues on *their* path
- Have a growth mindset



# Timeline

- **December 19 – February 29:** Applications open
  - Program promotion
- **March 1 – 15:** Application review
- **March 18 – 22:** Selection/denial notifications
- **March 25 – 29:** Initial matching begins
- **April 5:** Mentor/mentee meet and greet event
- **April 8 – 12:** Matching finalized
- **April 15 – 17:** Match notifications sent
- **April 19:** Orientation day



# Learn More and Apply

For our first cohort, we are seeking up to 10 staff and faculty mentees each, and 10 staff and faculty mentors each (**we're especially in need of more mentor applicants!**)



<http://tinyurl.com/BOND-Mentoring>

# Special thanks to...

- Dr. Regina Richards
- Mansi Desai
- Christy Angerhofer
- Dr. Cleveland Piggott
- Dr. Kathryn Nearing
- Dr. Tânia Reis
- Dr. Rita Lee
- Julia Wu



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A photograph of a modern university building featuring a prominent glass skybridge. The sun is positioned behind the bridge, creating a bright sunburst effect. The building has a mix of glass and brick facades. In the foreground, there is a paved walkway, green grass, and several trees. A semi-transparent yellow banner is overlaid across the middle of the image.

**THANK YOU**

# University Risk Management Overview

Faith Perry, Assistant VP & Deputy Chief Risk Officer  
LoriAnn Smith, Director, CU Anschutz & CU Denver

## Workers' Compensation Claims

Tiara Dookie, Workers' Comp. Claims Supervisor  
Kaylee Rowe, Sr. Workers' Comp. Claims Adjuster  
Paul Brodник, Central Management Support Supervisor

University Risk Management

FOUR CAMPUSES UNITED  
**ALL FOUR: COLORADO**

# University Risk Management Workers' Compensation



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Workers' Compensation

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- All University employees are covered by the University's Workers' Compensation (WC), as required by State regulation.
- Applies to any Univ. employee injured on the job, within the course and scope of their assigned work.
- Employee files online **Employee Injury Report** within 10 days of the injury.
- If the employee does not complete URM's online claim report, the supervisor must complete it within 10 days of his/her knowledge.
- (WC) has no co-payments or deductibles.



# Workers' Compensation Claim Reporting

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- Includes all injuries, illnesses, needlestick and body fluid exposure
- Report the incident using our online form at:

[www.cu.edu/risk/file-claim](http://www.cu.edu/risk/file-claim)

- If you have any problems accessing the website or if you have an urgent question, please call our front desk at:

[303-860-5682](tel:303-860-5682)



# What to Do After a Claim Is Filed?

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## Non-Needlesticks/Body Fluid Exposure Process

- If the injury requires emergency treatment, the employee should seek immediate treatment at the nearest emergency room.
- For non-emergency injuries, the employee must choose a Designated Medical Provider (DMP) from the list and call that office to make an appointment or go to their office as a walk-in patient.
- Follow-up MUST be at a DMP.
- All employee status reports should be given to the supervisor or designated department representative immediately after leaving the DMP office.



# What to Do After a Claim Is Filed?

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## Needlesticks/Body Fluid Exposure Process

- If an Emergency: Go to the nearest urgent care facility or medical emergency room for initial treatment and labs. DMP can be utilized as well.
- Non-emergent and/or Follow-up Care treatment can be completed at a Designated Medical Provider DMP.
- After an Incident is reported, a URM Claims Adjuster is assigned, Univ. Employee receives an email from Adjuster providing additional information post-exposure treatment process and claim handling.



# Designated Providers Near Anschutz Campus

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- Because there are always changes in provider locations, names, etc., please refer employees to the Designated Provider locations listed on our website

[www.cu.edu/risk/dmp](http://www.cu.edu/risk/dmp)





# Accommodate Medical Restrictions

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- When an employee presents a medical report that states they can return to work with restrictions, Supervisor/Dept. Managers should:
  - Review and discuss restrictions with the Employee. Can the employee perform work within the department which will not exceed the restrictions?
  - Review the work duties with the Employee and discuss duties not to be performed or any tasks that exceed the restrictions.
  - If you need clarification about the restrictions, call URM.
  - If you are unable to accommodate the restrictions, call your Payroll Liaison (PPL) and URM Claims Adjuster.



# Injury Leave

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- Permanent University Staff/Faculty on 12-month appointments with accepted claim, whose lost time away from work qualifies for On-the-Job Injury (OJI). Employee receives full wages for 90 occurrences (a day, half a day, or an hour).
- When an employee exceeds 90 days of injury leave, they transition to the mandatory “Make Whole” policy.
- Allows employee to use sick and annual leave to make up the difference between WC payment and regular salary – cannot choose to waive
- Employees not eligible for injury leave – Faculty on 9-month appointments, Temporary Employees, Students – who lose approved time from work will be paid directly by URM.
- Lost wages are accepted for the following reasons:
  - Off work by the designated medical provider or
  - Unable to work due to medical restrictions or
  - Lost time from a scheduled shift to attend an authorized medical appointment.
  - PAIN IS NOT CONSIDERED LOST TIME



# Coordination With Other Leave Policies

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- Always evaluate if the employee and the related lost time are eligible for any other University leave benefits, which would run concurrently, such as the Family Medical Leave Act.



# How & When A Claim is Closed?

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## **Non-Needlestick/Body Fluid Exposure**

- DMP determines when the claimant has reached “Maximum Medical Improvement” (MMI), meaning the injury or disease-causing disability has become stable and no further medical treatment will improve the condition.
- Once MMI obtained, no further Lost Time will be authorized by URM for OJI or Make-Whole, even if the DMP prescribes medical maintenance treatment post MMI.
- The DMP may assign permanent work restrictions due to the injury. URM will communicate these restrictions to the employee’s supervisor for consideration.

## **Needlestick/Body Fluid Exposure**

- When the DMP determines claimant has reached MMI, no further lab draws are warranted.
- Timeline varies based on each exposure and is mostly determined by if source patient known vs. unknown

**OR**

- Source patient and source patient labs are known, and no treatment is warranted.



# URM Workers' Compensation Contacts

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- W.C. Supervisor: Tiara D. Dookie, (303) 860-5656  
[Tiara.Dookie@cu.edu](mailto:Tiara.Dookie@cu.edu)
- Senior WC.C. Adjustor: Kaylee Rowe, (303) 860-5675  
[Kaylee.Rowe@cu.edu](mailto:Kaylee.Rowe@cu.edu)
- Campus Risk Management: LoriAnn Smith, (303) 724-1127  
Faith Perry, (303) 724-6497  
Lyndsey Fabis  
[urmucddirs@cu.edu](mailto:urmucddirs@cu.edu)

1800 Grant Street Ste 700  
Denver CO 80203-1187  
303-860-5682 Phone  
303-860-5680 Fax  
<https://www.cu.edu/risk>



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# Q & A's

# Human Resources Staff - Transaction Center

Florie Montoya, Assistant VC of TAC, Compensation & HCM  
Paul Joyce, Director of HR IT

Human Resources



# Job Description/Position Management Process Improvement Project

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# JD/Position Management Project

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Impact: Regular university staff and classified positions only.

Changes coming at end of February:

- All submissions for job description reviews (search, promotion, appointment type 1, update only) and Position actions in HCM will be submitted via a Smartsheet Transaction Center.
- Job descriptions will be entered into the NPP by the TAC team.
- All Position actions in HCM will be entered by the TAC team (including creations of new positions) once action is reviewed.
- Important: This does not impact the current Step one process for approval of salaries for hires for a search or appointment type.

# Job Descriptions

Current Process	New Process/Efficiencies
<p data-bbox="226 335 1116 428"><b>Inconsistent format/submission process for requests for review of job descriptions</b></p> <p data-bbox="226 488 1182 578"><b>Job descriptions are submitted to central HR in multiple ways:</b></p> <ul data-bbox="226 588 1200 1086" style="list-style-type: none"><li data-bbox="226 588 1123 725">• <b>HRBP starts action in Position in HCM by proposing new job code title and submits NPP.</b></li><li data-bbox="226 739 1200 929">• <b>HRBP e-mails job description to consultant without any action in Position in HCM. Once review is complete, HRBP goes to Position in HCM to enter action and NPP.</b></li><li data-bbox="226 943 1187 1086">• <b>No way to track where a transaction (search, promotion, job description review) is in the process at any given time.</b></li></ul> <p data-bbox="226 1146 1174 1186"><b>Job descriptions are submitted in many forms:</b></p> <ul data-bbox="226 1200 1123 1382" style="list-style-type: none"><li data-bbox="226 1200 1039 1240">• <b>Use template provided by central HR.</b></li><li data-bbox="226 1248 1009 1288">• <b>Use older version without updating.</b></li><li data-bbox="226 1295 1123 1382">• <b>JD Submitted with incomplete or missing information</b></li></ul>	<p data-bbox="1251 335 2270 504"><b>All job descriptions submitted via Smartsheet to start the review process. This includes requests to begin a search, a promotion (update with increase) or review of description without pay increase (update only).</b></p> <p data-bbox="1251 558 1607 589"><b>Efficiencies include:</b></p> <ul data-bbox="1251 601 2232 815" style="list-style-type: none"><li data-bbox="1251 601 2135 682">• <b>Ability to view the status of a transaction once submitted (HRBP, HR Director, and Central HR)</b></li><li data-bbox="1251 689 2232 815">• <b>Ability for Central HR to review and provide data on number of actions, types of actions, and turnaround times for staffing and planning purposes.</b></li></ul> <p data-bbox="1251 865 2275 946"><b>Utilization of job description templates that include %s for major duties as well as providing the org chart will:</b></p> <ul data-bbox="1251 958 2219 1210" style="list-style-type: none"><li data-bbox="1251 958 2206 1039">• <b>Speed up job evaluation review time/result in more consistency.</b></li><li data-bbox="1251 1046 2219 1128">• <b>Provide needed details for equity reviews to ensure we are reviewing positions that are similar.</b></li><li data-bbox="1251 1135 2142 1210">• <b>ADA accommodation requests when looking at essential functions.</b></li></ul>

# Position Updates in HCM

Current Process	New Process/Efficiencies
<p><b>Position updates in HCM</b></p> <p>If promotion is proposed and action starts in Position, the proposed title is displayed in Outlook when action has not been approved by Central HR or communicated within school or department.</p> <p>Currently actions submitted and routed by HR Operations team to TAC.</p>	<p>Requests for changes in Position in HCM will all be submitted via Smartsheet.</p> <p><b>Efficiencies:</b></p> <ul style="list-style-type: none"><li>• Eliminate visibility of proposed (unapproved) job code titles in Outlook</li><li>• Automate HROPs role by utilizing Smartsheet</li><li>• Actions will not be added in Position in HCM until review by Central HR is complete</li><li>• Eliminate the need for central HR to correct data in Position</li><li>• Consultants/Specialists will be responsible for updating data in Position in HCM with approved information</li><li>• Decreased workload for HRBP (entries in Position)</li><li>• More consistent data in Position in HCM</li></ul>

# Compensation Reviews for Promotions

Current Process	New Process/Efficiencies
<p><b>Compensation reviews for promotions</b></p> <p>Currently there is a separate Smartsheet process for review of compensation (SAR). Classification consultant reviews JD and submits request for salary review to Compensation.</p>	<p>Once classification team reviews, action will be forwarded to compensation via the same Smartsheet.</p> <p>Efficiencies: HRBP and Consultant will be able to view where action is in the process via Smartsheet (JD action submitted through comp review complete).</p>

# Search Requests

Current Process	New Process/Efficiencies
<p data-bbox="196 464 1166 554">Transition from classification team to recruiting team for search requests.</p> <p data-bbox="196 615 1166 858">Currently HROPS routes the JD to the classification consultant. Once review is complete, consultant notifies HROPS, and an e-mail is sent to recruiter notifying them that posting is ready for review.</p>	<p data-bbox="1228 408 2198 622"><b>Action will flow from classification team to recruiting team as part of Smartsheet submission. Recruiter/Specialist will post position.</b></p> <p data-bbox="1228 691 1931 851"><b>Efficiencies: Decreased turnaround time for search/posting requests.</b></p>

# JD/Position Management Project Status

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Currently:

- Testing with TAC/Pilot Group (SOM Shared Services/Facilities)
- Finalizing step by step guides, FAQs and web page

Timeline:

Training with broader campus community

Save the dates:

February 20 – 9:00 – 10:00 and 2:00 – 3:00 (SOM)

February 22 – 10:30 – 11:30 (SOM) and 12:30 – 1:30

Go-Live with new process for all – February 26

# JD/Position Management Project

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## Transaction Center Demo

# JD/Position Management Project

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Questions?



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# Thank You for Joining Us

Next HR Community Meeting

April 2, 2024

10:00-11:30