

STATE CLASSIFIED vs. EXEMPT FROM THE STATE PERSONNEL SYSTEM (University Staff)

Topics	Classified	Exempt from the State Personnel System (University Staff)
Governing Rules and Policies	Classified positions are governed by State of Colorado Personnel Board Rules and Administrative Procedures . These rules and procedures cover all aspects of classified service. Both employment groups are established by the State of Colorado Constitution and are subject to applicable federal and state law and regulations, laws and policies set forth by the University of Colorado Board of Regents, University System Administrative Policy Statements and Denver campus policies.	University Staff positions are not governed by the State of Colorado Personnel Rules and Procedures as these positions are exempt from the state classified system.
Position Management	Colorado Department of Personnel and Administration (DPA) determines position titles, pay ranges, and minimum qualifications for classified positions.	Position titles and requirements are determined by the University of Colorado. Positions must meet statutory exemption criteria to be created as University Staff.
Hiring Practices	Hiring in the Classified System is governed by State of Colorado Personnel Board Rules and Administrative Procedures. Applicants must be residents of the State of Colorado. State requirement to refer "top 6" candidates based on competitive assessment of merit and fitness.	Hiring for University Staff positions is governed by University of Colorado Regent Law and Policies. Applicants are not required to be residents of the State of Colorado.
Employment Relationship / Reinstatement / Transfer	12 month probationary period. Certified after one year of service. Retention Rights: If certified and within 5 years of full retirement as of 1/1/2013, may bump into vacant or encumbered Classified position. If not within 5 years of full retirement as of 1/1/2013, may bump into vacant Classified position. May be displaced by a certified Classified employee eligible for retention rights during layoff per State personnel rules (chapter 7.) Due process for corrective and disciplinary actions. Formal grievance/appeal process. Discretionary appointment of a former or current employee to a class in which the person was certified and either resigned or voluntarily demoted in good standing. May also be considered for search waiver for positions that are exempt from the state personnel system. Transfer privileges to classified positions at same class or with the same grade maximum.	University Staff employees are employees-at-will and employment may be terminated at any time by either the employee or the University. Personnel actions are subject to compliance with State and Federal employment laws and the Vice Chancellor's approval Former University Staff employees may be hired via appointment type. Eligible for transfer to other CU positions that are exempt from the State Personnel System.
Compensation	Compensation adjustments are based on legislative decision - performance considered.	Compensation for University Staff employees, including salary increases, is governed by Regent laws and policies.
Performance Management	All regular (non-temporary) classified employees must have a performance plan, at least one coaching session and an evaluation for each performance cycle. The performance cycle runs from April 1 through March 31 of each year. Performance evaluation ratings impact salary increases for both employment groups.	All University Staff employees must have an annual performance evaluation. The performance cycle is the calendar year.

Health Care Benefits	Classified employees who are paid on the university's monthly pay cycle and are appointed to a regular (non- temporary) benefits-eligible position are eligible for the CU Health Plans.		University Staff employees who are paid on the university's monthly pay cycle and appointed to a regular (non-temporary) 20 hours or more, benefits-eligible position are eligible for the CU Health Plans.
	To determine what benefits an employee is eligible for, review the detailed benefits eligibility matrix specific to the job title/code which is available on the Employee Services website under “Benefits & Wellness”, click on “Forms and Documents” under the Benefits Resources section, and then click on “ Benefits Eligibility Matrix ”. The university's group benefits plan year runs from July 1 through June 30th. All benefits-eligible employees must enroll or waive plans within the designated deadlines as follows:		
	New Hire/Newly Eligible Employees- Must enroll/waive within 31 days following date of hire. Employees experiencing a Qualifying Life Event - Employee Services must receive a Benefits Enrollment/Change Form with the proper supporting documentation within 31 days following the date of the qualifying life event. <ul style="list-style-type: none">• Faculty and University Staff Benefits Enrollment Change Form• Classified Staff Benefits Enrollment Change Form		
	Open Enrollment - As specified each year - refer to the Employee Service office. Transferring positions from one classification to another (i.e., classified to University Staff) - Must make any <i>eligible</i> changes to benefits within 31 days of transfer. Employees who are considering transferring are encouraged to call and speak to a benefits professional to review benefit options.		
	If no action is taken to enroll/waive or change benefits, the employee will be defaulted into a plan and in most cases is not eligible to make changes until the next annual Open Enrollment period. Current benefit rates and other plan information are available on the Employee Services website at http://www.cu.edu/employee-services .		
Life Insurance Benefits	Basic Life Insurance - The university provides an employer-paid Basic Term Life Insurance Plan which also includes an AD&D benefit in the same amount. The Basic Term Life plan pays a benefit to your beneficiary/ies if you die while covered under the policy. The AD&D provision provides an additional benefit to the amount of the Basic Term Life if you die as a result of an accident or percentage of the amount of the Basic Term Life in the event of a dismemberment.		
	PERA MEMBERS ONLY: Additional PERA life insurance may be purchased through Public Employees Retirement Association (PERA). Information about the PERA life insurance program including application deadlines is available on the PERA website .		
	Eligible Classified employees are automatically enrolled in a \$50,000 basic term life and AD&D insurance policy.	Eligible University Staff employees are automatically enrolled in a \$57,000 basic term life and AD&D insurance policy.	
	Optional Life with additional AD&D: Eligible employees in both groups may purchase a separate, optional term life insurance, which includes accidental death and dismemberment (AD&D) in the same amount. Newly hired/eligible employees may enroll in \$1,000 increments up to three times their annual salary, not to exceed \$1,000,000. There are EOI provisions with Standard Insurance Company, for employees wanting to apply outside their new hire/eligible enrollment period or over the guaranteed issue amounts. Eligible employees may also purchase policies for qualifying spouse/partner and children. More information is available on Employee Services website at http://www.cu.edu/employee-services .		
	Voluntary AD&D: Eligible employees may purchase Voluntary Accidental Death and Dismemberment (AD&D) as a new hire/newly eligible or during Open Enrollment. Voluntary AD&D is a separate, elective insurance that provides a benefit in the event of an insured member's covered loss of life or dismemberment caused by an accident. Eligible employees may also purchase policies for qualifying spouse/partner and		

Disability Insurance	Short Term Disability (University Paid) - Classified employees are automatically covered by Standard Insurance for Short Term Disability as of the date of benefits eligibility.	Short Term Disability (Employee Paid) - University Staff have the option to purchase Short Term Disability insurance within 31 days of hire/eligibility. Note: If employees apply to purchase Short Term Disability during Open Enrollment, they may be subject to a late enrollment penalty (LEP) during the first 12 months after their coverage becomes effective.
	Long Term Disability (Employee Paid) - Classified employees who work 30 or more hours per week may purchase Long Term Disability coverage from Standard Insurance. They are required to complete Evidence of Insurability (EOI) and be approved by Standard before enrollment can begin.	Long Term Disability (University Paid) - benefits eligible University Staff employees are automatically covered for Long Term Disability after one calendar year from the first day of the first full month after the date of hire into the University Staff position. NOTE: If a classified employee, who has purchased Long Term Disability coverage, moves to a University Staff position, the purchased policy is canceled.
	PERA MEMBERS ONLY - PERA provides a Short-Term Disability Plan and disability retirement for vested employees (those with 5 or more years of PERA service).	
Retirement Plans	Classified employees are required to be enrolled in PERA at the time of hire. Classified employees hired after January 1, 2019, may be eligible for PERA Classified Options. See the Mandatory Retirement Plan Placement Guide for details .	University Staff employees are eligible for the University of Colorado's 401(a) Optional Retirement Plan (ORP). Review the Benefits Eligibility Matrix which outlines eligibility. Enrollment begins automatically on the first day of the month following your date of hire. PERA MEMBERS ONLY - Members appointed into a position which is eligible for the University of Colorado 401(a) Optional Retirement Plan and/or the University of Colorado 403(b) plans (collectively, the University Pension/Savings Plans) are required to make a one-time, irrevocable election to either participate in PERA or the University Pension/Savings Plans. Except in certain cases where you are no longer a PERA member upon being rehired by the university, this election will remain in effect throughout your career with the University of Colorado as long as you are employed or rehired in a Faculty, Officer, or Exempt Professional appointment. If you elect to participate in PERA, you may still participate in the university's voluntary 403(b) plan. Employee Services will send you an election form with your deadline for election clearly stated. If your election form is not received by the deadline shown, you will be deemed to have irrevocably elected to participate with PERA. See the Mandatory Retirement Plan Placement Guide for details .
	Tax Deferred Savings Plan Eligibility - PERA 401K, University 403(b), PERA 457.	Tax Deferred Savings Plan Eligibility - University 403(b), PERA 457 and PERA 401(k).

Leave Accrual Rates, Maximums, and payout	<p>Classified employees earn annual leave based on total whole months of state service in or out of the state personnel system (excluding temporary assignments).</p> <table border="1" data-bbox="338 180 936 383"> <thead> <tr> <th>Years of Service</th><th>Hours/Month</th><th>Max Accrual</th></tr> </thead> <tbody> <tr> <td>1-5</td><td>8</td><td>192</td></tr> <tr> <td>6-10</td><td>10</td><td>240</td></tr> <tr> <td>11-15</td><td>12</td><td>288</td></tr> <tr> <td>16+</td><td>14</td><td>336</td></tr> </tbody> </table> <p>All classified employees earn sick leave at a rate of 6.66 hours per month, up to a maximum accrual rate of 360 hours.</p> <p>Vacation leave payout at retirement/termination - Full balance (not to exceed max balance)</p> <p>Sick leave payout at retirement - 1/4 of actual balance not to exceed the max</p>	Years of Service	Hours/Month	Max Accrual	1-5	8	192	6-10	10	240	11-15	12	288	16+	14	336	<p>University Staff employees earn 14.67 hours of annual leave per month (22 days per year), up to a maximum accrual of 44 days.</p> <p>University Staff employees earn 10 hours of sick leave per month (15 days per year), and there is no maximum accrual.</p> <p>Vacation leave payout at retirement/termination - Up to 44 days.</p> <p>Sick leave payout at retirement - 1/4 of unused sick leave accrual up to a max of 1/4 of 120 days accrual</p>
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	<p>Sick leave payout at termination - No payout - Unless eligible for retirement (not required to retire). If eligible for retirement, 1/4 of balance not to exceed maximum.</p>	<p>Sick leave payout at termination - No payout - Unless eligible for retirement (not required to retire). If eligible for retirement, 1/4 of balance not to exceed maximum.</p>															
	<p>Annual and sick leave accruals are prorated for part-time employees. When an employee transfers to University Staff all unused, accrued leave transfers aswell.</p>																
Other Leaves	<p><u>Parental Leave</u> - Entitled to 6 consecutive months following the birth or adoption of a child, 160 hours of which is university paid. Prorated for part time. Eligibility: 50% or greater appointment and 12 months of employment.</p> <p><u>Bereavement Leave</u> - Up to 40 hours at the discretion of the appointing authority.</p> <p><u>Jury Leave</u> - Regular (non-temporary) employees receive paid leave for the term of the jury duty.</p> <p><u>Military Leave</u> - Up to 15 paid work days in a fiscal year for regular (non-temporary) employees. If the employee is mobilized to a war zone (currently Afghanistan) the employee may use any remaining leave. Unpaid leave (LWOP) is granted after the exhaustion of the 15 paid work days up to the maximum allowed by law. (Note: vacation time may be used prior to the LWOP beginning).</p> <p><u>Administrative Leave</u> - Must be granted in certain situations per state personnel board rules and may be granted at the discretion of the appointing authority in other situations.</p> <p><u>Holiday Leave</u> - 10 paid holidays per the University calendar prorated for part-time employees.</p>	<p><u>Parental Leave</u> - University Staff position eligible for FML benefits per the Employee Services Benefits Matrix are entitled to 6 consecutive months following the birth or adoption of a child, 160 hours of which is university paid. Prorated for part time. Additional eligibility requirements include: 50% or greater appointment and 12 consecutive months of employment.</p> <p><u>Bereavement Leave</u> - Up to 5 paid working days at the discretion of the supervisor.</p> <p><u>Jury and Court Leave</u> - Paid leave for the term of the jury duty or when appearing as a witness under subpoena.</p> <p><u>Military Leave</u> - Up to 15 paid days per year. If the employee is mobilized to a war zone (currently Afghanistan) the employee receives an additional 15 paid calendar days. Unpaid leave (LWOP) is granted after the exhaustion of the 15 paid work days up to the maximum allowed by law. (Note: vacation time may be used prior to the LWOP beginning).</p> <p><u>Administrative Leave</u> - may be granted at the discretion of the supervisor in certain situations.</p> <p><u>Holiday Leave</u> - 10 holidays per the University calendar prorated for</p>															

	<p><u>Victim Protection Leave</u> - Up to 24 hours of unpaid leave (LWOP) per fiscal year for victims of stalking, sexual assault, domestic abuse, or violence.</p> <p><u>On-the-Job Injury (OJI) Leave</u> - Up to 90 occurrences of paid leave for an employee who suffers an injury or illness compensable under the Workers' Compensation Act. After the use of OJI for the 90 occurrences the employee will be paid a 66 2/3% of their salary from University Risk Management and will have the opportunity to use vacation and sick leave to make up the balance of their salary which is called make whole.</p> <p><u>Unpaid Leave</u> - May be approved at the appointing authority's discretion after the exhaustion of applicable paid leave.</p> <p><u>Short Term Disability Leave</u> - Up to six months of unpaid leave for employees with at least one year of service while either state or PERA short term disability benefit payments are being made.</p>	<p><u>On-the-Job Injury (OJI) Leave</u> - Up to 90 work days of paid leave for an employee who suffers an injury or illness compensable under the Workers' Compensation Act.</p> <p><u>Leave Without Pay</u> - May be granted for valid reasons for a period not to exceed 12 months. All vacation leave must be exhausted first.</p>
Family Medical Leave (FML)	<p>Classified employees with at least one year of state service (does not have to be consecutive) are eligible for up to 13 weeks (520 hours) of FML job protection per fiscal year for the following reasons:</p> <ul style="list-style-type: none"> - the birth of a child and care of a newborn child; -up to one year from birth including the placement and care of a child for adoption/foster care; - a serious health condition of a spouse, child, or parent; - an employee's own serious health condition; - active duty family leave for qualifying exigency directly related to, being called to, or on active duty for a contingency operation, or up to 26 weeks (1040 hours) in a single 12-month period for military caregiver leave for service member who is seriously ill or injured in the line of duty while on active duty. 	<p>University Staff employees with at least one year of University service (does not have to be consecutive) and who have worked at least 1250 hours within the most recent 12 month period are eligible for up to 12 weeks of FML job protection during a rolling 12 month period, measured backward from the date they use FML for the following reasons:</p> <ul style="list-style-type: none"> - the birth of a child and care of a newborn child; -up to one year from birth including the placement and care of a child for adoption/foster care; - a serious health condition of a spouse, child, or parent; - an employee's own serious health condition; -active duty family leave for qualifying exigency directly related to, being called to, or on active duty for a contingency operation, or up to 26 weeks (1040 hours) in a single 12-month period for military caregiver leave for service member who is seriously ill or injured in the line of duty while on active duty.
	<p>For more information on FML, please visit the Human Resources website at http://www.ucdenver.edu/about/departments/HR/ResourcesforHRBusinessPartners/Pages/leave.aspx</p>	