



3-7-101 Payroll Regulations. The University of Northern Colorado conducts payroll operations in compliance with all applicable state and federal laws and the regulations and reporting requirements of the Internal Revenue Service, the U.S. Department of Labor, the Immigration and Naturalization Service, the Social Security Administration and the Colorado Departments of Revenue and Personnel. Information and current reference materials concerning these laws and regulations are available in Human Resources.

3-7-101(1) Payroll Processing. The University shall utilize a human resources system for payroll/personnel processing. Operating procedures shall be maintained in the Payroll and Human Services. This system shall meet reporting requirements of Federal and State agencies.

3-7-102 University Travel. The State of Colorado Fiscal Rules are the basis of the University's travel procedures which are maintained by the Accounting Services Department and are distributed to departments/divisions on campus.

3-7-103 University Transportation Services. The University maintains a fleet of automobiles, vans, and buses for official travel throughout the State. The vehicles are housed and maintained at Parsons hall on the East Campus under the management of Facility Operations. A University vehicle may not be used to commute between office and home.

3-7-103(1)(a) Reservation of Cars. Requests for the use of University cars must be in writing on approved Travel Request forms and must be delivered to Facility Operations at the earliest possible date.

3-7-103(2)(b) Insurance.

3-7-104 Purchasing. The State of Colorado Procurement Rules are the basis of the University's purchasing procedures which are maintained by the Purchasing Office

and current rules are available from the Purchasing Office. Instructions for initiating purchases are distributed to all departments/divisions by the Purchasing Office.

3-7-105 Contracting.

3-7-106 Contracting Authority. No deed, instrument, or contract of any description, written or oral, purporting to be made on behalf of the University shall be valid as against the University unless executed by the Board of Trustees in accordance with the Bylaws or by the President of the University under authority delegated by the Board of Trustees. No other officer, employee, or agent of the University may enter into a contract on behalf of the University except as authorized in the Bylaws of the Board of Trustees or by a specific written delegation of authority by the Board of Trustees or the President of the University. All contracts must comply with the State Fiscal Rules and the University's internal contract procedures. A copy of the UNC contract procedures manual is available in all departments, divisions and Dean's Offices by University Counsel.

3-7-107 Fund Raising Authority. The responsibility for coordinating the University's search for gifts from the private sector (i.e., individuals, corporations, foundations, and associations of individuals) is assigned to the Office of Development.

All fund raising programs, projects, or solicitations directed to the private sector and which represent directly or indirectly any activity or unit of the University, or which involve any individual acting as a representative of the University, must be registered with, reviewed, and coordinated by the Office of Development.

As part of its responsibility for coordinating the university search for gifts in the private sector, the Office of Development will provide assistance to personnel who desire to seek gifts in support of authorized institutional projects.

Any intensive pre solicitation cultivation of an individual or organizational gift prospect, even if not intended to lead directly to an immediate contribution, must be reviewed in advance and approved by the Office of Development.

Prior to the initiation of any fund raising program, project, solicitation, or intensive cultivation, the individual or institutional unit desiring to initiate said activity must receive the approval of the administrative authority which is responsible for

supervising said individual or institutional unit.

The solicitation of grants or contracts through the submission of proposals from public (e.g., governmental) or private (e.g., foundations, corporations) will continue to be coordinated through the Sponsored Programs and Academic Research Center.

3-7-107(1) Definitions. "Fund raising" includes any solicitation of any form of support (gifts, contributions, or any object or service of value) from private sources by University offices, organizations or individuals representing those offices, or by any other affiliate of the University.

3-7-108 Gift Repository. The University of Northern Colorado Foundation, Inc. has been designated as the official repository for gifts from the private sector which are contributed to support University programs, projects or activities. Prospective donors are to be encouraged to direct their gifts to the Foundation which will administer gifts on behalf of the University.

3-7-109 Approval. All gifts received by the University, whether or not derived from specific fund raising programs, shall be administered in accordance with the University policy statement on the administration of gifts from private sources.

3-7-110 Budget Process.

3-7-111 Description of Budget Process. The University has established a general budget development process that follows an annual cycle. The process begins in October, and ends with a final budget plan in June of the subsequent calendar year. The established process is intended to involve all campus constituents, with decentralization as a primary objective. The nature of involvement is influenced by frequently changing internal and external factors, and so may vary from year to year.

3-7-112 Deficit Accounts. Accounts which run a deficit for any monthly reporting period must be reported by the individual authorized to make the expenditures to that individual's supervisor within five working days of the authorized individual's receipt of knowledge of such deficit. The report must be in writing, and include an explanation for the deficit position and a plan for eliminating the deficit within the next thirty-day reporting period after the notice.

If the responsible party and the supervisor determine that the deficit cannot be eliminated within the required period, the supervisor, and responsible dean or officer if different, shall enter into a loan agreement with the University Controller for the repayment of the deficit, together with appropriate interest, within the shortest time feasible, but in no event past the end of the applicable fiscal year, unless otherwise authorized in writing by the President. The Controller shall notify the President of the execution of any such agreements. In the case of amounts owed to the University to which interest is traditionally not charged, such as scholarship and financial aid commitments paid through the UNC Foundation, Inc. or other sources at the disposal of the unit, the deficit must be eliminated within the thirty days immediately after the written report to the supervisor, unless expressly waived in writing by the President.

No UNC Foundation scholarships may be awarded by any department, school or unit until the funding for such scholarship is on deposit with the UNC Foundation, Inc., and the Foundation has confirmed that the funds are on deposit to the Student Financial Resources Office. No scholarship funds will be credited to a student's account by the financial aid officer until the cash funds have been received from the Foundation by the Accounting Services Office.

3-7-113 Presidential Powers. As the chief administrative officer of the University, the President is ultimately responsible for planning, organizing, and directing all operations of the University in accordance with policies of the Board. In all fiscal matters, the President has the final review as far as University of Northern Colorado spending is concerned. Further, CRS 1973, 24-30-202 (3) forbids the President to over-encumber appropriations, incur obligations, or to authorize disbursement of funds in excess of appropriations.

3-7-114 Budget Development for Special Areas and Sponsored Programs.

3-7-114(1) Capital Construction. State Buildings Division, OSPB, and CCHE, have a major influence on capital construction allocations, and input materially on capital construction projects to be funded throughout the state. At UNC, proposals for capital construction projects may originate with any unit and are forwarded through the proper dean to the Vice President of Administration. After initial review in that office, approval for the proposal and the establishment of a priority for it is obtained from the President's Office.

Requests for capital construction funds are determined on the basis of need by criteria established by OSPB and CCHE. A copy of the criteria is available in the Planning and Construction Office. Need for physical facilities must be justified by projecting estimated enrollment course by course, department by department, and school by school, using data supplied in the computer bank.

3-7-114(2) Sponsored Programs. Sponsored Programs are those activities/projects conducted by the University funded as grants or contracts by external sources in a specific time period. Prior to submission, proposals soliciting funds for sponsored projects must be developed by project directors and approved for submission by their department or division chairperson, dean, and the director of Sponsored Programs. Finally they must be approved by the President of the University or their designee. Such proposals will include project plans and line item budgets. When matching or institutional support funds are required, sources of such support must be indicated and verified. When grants or contracts are awarded, project directors are responsible for dispersing of financial resources as stipulated in award documents and as acknowledged by their signature.

3-7-114(3) Student Activity Fees. Student fees shall be established and administered as set forth in the board approved UNC Institutional Plan for student fees.

3-7-115 UNC Facility Scheduling Regulations.

3-7-115(1) Facility Ownership. UNC facilities (including buildings, adjacent grounds and parking lots) are considered a resource of the University. Facilities designated as state property, provided by the Citizens of Colorado, are primarily intended to support continuing programs of instruction, research and diversified service to enrolled students. Academic facilities are not owned by individual departments or campus units but by the State of Colorado and are operated and maintained by the University's Department of Facility Operations, under the direction of the Vice President for Administration. Auxiliary facilities are self-supporting buildings utilized primarily for activities that enhance the educational experience. Access is available to these facilities for University and non- University groups according to established scheduling procedures.

3-7-115(2) State Building Use Priority. Through established scheduling procedures and deadlines, state facilities are to be first reserved for the direct use of students enrolled in instructional programs.

3-7-115(3) Non-Academic Use of State Buildings. When not directly committed to the instructional service of enrolled students, the state facilities are to be made available for educational, administrative, and cultural events of recognized university organizations. Facilities also may be requested for use by members of the non-University community as facility space and resources permit.

No commitment for facility use, nor quote for associated event fees and charges, shall be made by any parties other than Event Planners in the University Scheduling and Events Office or the Vice President for Administration to maximize efficiency of facility scheduling and cost recovery. An appropriate rental fee, direct costs for services rendered and/or other usage fees shall be assessed groups permitted to use state facilities.

3-7-115(4) Sponsorship of Non-University Organizations. A written sponsorship request must be received and approved by the Vice President for Administration or the Vice President's designee prior to the date of the event. The event or meeting must be of educational, social, or cultural significance and be consistent with the mission of a public educational institution. Appropriate permits must still be obtained, and rental, labor/service, equipment rental and security fees must still be assessed to the sponsored non-University group. The sponsor of a non-academic event assumes the financial responsibility of the event if the individual or group does not provide payment as charged. Sponsorship includes the requirement that the sponsor attend the event in its entirety. Any fee negotiation must be approved by the Vice President for Administration or the Vice President's designee. Sponsored non-University events do not require a deposit.

Sponsors may be one or more of the following:

Colleges, Schools, Departments, and functional units of the University;

University recognized Student Organizations;

University allied or affiliated organizations (such as the University of Northern Colorado Foundation or Alumni Association).

3-7-115(5) Non-University/Non-sponsored Use. Non-sponsored, non-University individuals, groups, and organizations, can schedule University facilities with 30-day prior approval when the event or meeting is of educational, social, or cultural significance and is consistent with the mission of a public educational institution. Payment of the rental fee must be made in advance of the event unless other arrangements are made by the Vice President for Administration or the Vice President's designee.

3-7-115(6) Access Preference. Preference for use of space will be given within defined time periods to the scheduling of academic courses, and then to University events requiring specific facilities.

Space available after those requests are met will be assigned according to established preference priority consideration regulations and a first come first served basis.

Within the defined time periods established, space will be assigned based on the following categories of preference/priority:

- (a) Academic courses.
- (b) University-sponsored events requiring specific facilities.
- (c) University-sponsored events open to the entire University community.
- (d) University-sponsored events restricted to membership or internal meetings.
- (e) Non-University group or organizational events open to the entire University community
- (f) Non-University group or organizational events restricted to membership or internal meetings.

Once space is assigned according to these regulations, the University will make every attempt to honor the commitment for space. However, the University of Northern Colorado does reserve the right to refuse or cancel a reservation, or change the location of an event if it conflicts in any way with general regulations regarding events on campus.

3-7-115(7) Auxiliary Facility Use. Auxiliary facilities are available on a first come first served basis, with priority given to student and University groups. Facilities are also to be made available to non- University groups. An appropriate rental fee, direct costs for services rendered and equipment utilized and/or other fees shall be assessed all groups permitted to use the facilities.

Sponsorship of Non-University Organizations. All regulations and procedures designated for sponsorship of state facilities shall also be in effect for auxiliary units.

Auxiliary Access Preference. Preference for use of space will be given to student and university groups, with an overriding priority of first come first served. Once space is assigned, every attempt will be made to honor this commitment, however the University reserves the right to cancel or change a reservation or even change a location if deemed necessary.

3-7-115(8) Use of University Grounds. Because the use of any exterior facilities may present the possibility of disturbance to normal University activities and damage to the University property, the criteria governing the use of exterior space shall include, but not be limited to, the following:

- (a) No permanent or semi-permanent structures may be constructed or placed for any activity in these spaces unless the construction itself is either done or approved by Facility Operations.
- (b) No activities may be held which render a space unsatisfactory for use in its normal or primary function or which interfere with an activity previously scheduled according to this regulation or with normal or scheduled University activities.
- (c) Individuals or groups wishing to use outdoor areas and outdoor facilities shall schedule such use with the University Scheduling and Events Office

in writing, no less than 5 days in advance of the event and include the time, place and nature of the proposed activity. The University Scheduling and Events Office will notify the University Police and other appropriate campus agencies. [See also University Board Policy Manual 1-1-410 Peaceful Assembly.]

- (d) All uses of amplifying and public address systems must conform to all applicable laws and ordinances.
- (e) Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves and such other University services as may be required because of the activity of the sponsoring organization.
- (f) All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and automobile traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activity.

3-7-115(9) Cost Recovery. Standard facility rental fees are charged to individuals, groups, and organizations to recover costs to the University incurred related to specific scheduled events.

Appropriate permits must be obtained. All rental, labor/service, equipment and security fees will be assessed according to standard guidelines. Non-sponsored, non-University events require payment in advance of the event upon scheduling confirmation unless arrangements are made with the Vice President of Administration or the Vice President's designee.

No facility rental fees are charged for academic courses, course related support programs, and recognized student organizations. However, standard facility rental fees will be assessed to any student organization that charges a fee for the event.

3-7-115(10) Neutrality. The academic facilities at the University are provided for educational purposes and are not intended to be competitive with sites in

the community. All fees generated are to recover operation costs.

3-7-115(11) Specific Procedures and Fees. The specific scheduling regulations, procedures, and fee schedules for campus facility rental, equipment rental, facilities service fees, security fees, and food service fees are available at the University Scheduling and Events Office.

3-7-115(12) Standard Scheduling Process. University of Northern Colorado facilities shall be scheduled and managed in such a way as to provide appropriate utilization of State and University resources. It is required that all activity in University facilities be scheduled or registered through established scheduling procedures with the University Scheduling and Events Office. This requirement is to include academic courses, meetings, athletics, other University events, and non- University events. The University Scheduling and Events Office will initiate actions to process the necessary scheduling forms and inform appropriate offices of events. Only the University Scheduling and Events Offices are authorized to reserve University facilities for use by any party.

It should be recognized that departments, at times, are assigned a specialized facility for use for specialized programs. It is equally important to note, however, that because these facilities are in demand for events and meetings other than those sponsored by the department, such departments are expected to schedule these programs as soon as possible and then make the facility available to other appropriate groups in cooperation with University Scheduling and Events Office.

Due to the specialized nature of a majority of the academic facilities, individuals, groups and/or organizations wishing to use academic facilities shall schedule such use with the University Scheduling and Events Office in writing, five (5) business days prior to the event, to allow for coordination of adequate support services. The written notice must include time, place and nature of the proposed event. Non-University individuals, groups and/or organizations must have 30-day prior approval from the Vice President for Administration or the Vice President's designee. The University Scheduling and Events Office will notify the University Police and other appropriate campus agencies. [See also University Board Policy Manual 1-1-410 Peaceful Assembly.]

3-7-115(13) The University Scheduling and Events Office. The University Scheduling and Events Office (under the Vice President for Administration) is responsible for scheduling academic/athletic facilities, including academic classrooms, buildings, athletic facilities and fields, theaters and auditoriums in academic buildings and outdoors, and adjacent grounds and parking lots and is also responsible for scheduling auxiliary facilities, including the University Center, Campus Recreation Center, Centennial Hall, housing and residence hall facilities, and adjacent grounds.

Academic courses are to be scheduled using the academic approval process and course forms.

3-7-115(14) Catering. Facilities for catered events are reserved through the University Scheduling and Events Office. Catering services for reserved events at UNC facilities can be provided through University Catering or outside vendors in all non-auxiliary facilities.

Outside catering vendors are required to provide evidence of a current Colorado Retail Food Services license, maintain standard Workman's Compensation and Employer's Liability Insurance, and General and/or Personal Injury and/or Automobile Liability Insurance with a single occurrence limit of \$600,000 or an annual aggregate limit of \$1,000,000 with the State of Colorado named as an additional insured. Vendors shall submit to the University Scheduling and Events Office certificates of insurance coverage with a reference to the State being named as an additional insured seven working days prior to a scheduled catering event.

3-7-115(15) Alcoholic Beverages. The University requires a responsible approach to the serving and consuming of alcohol. University facilities and areas are available for scheduling functions at which alcoholic beverages will be served or consumed. However, permission for use of University facilities or areas for organized events will be determined through the University Scheduling and Events Office. Sponsoring individuals or groups must file an Alcoholic Beverage Permit Application with the 3-7-115(15) University Police Department to dispense or consume alcoholic beverages on University property.

The groups and/or individuals who are hosting the event shall designate if alcohol will be consumed and shall be fully liable for the conduct of all guests and for the compliance with City and State liquor regulations. Violation of any of the City of Greeley or State of Colorado Liquor Codes is a criminal offense, and violators may be subject to fines or imprisonment. The host individual and/or group is also responsible for monitoring the guests to insure that intoxicated persons and/or minors are not served alcoholic beverages.

Alcoholic beverages may be served at the University Center and Centennial Hall. All liquor is purchased and served by University Catering.

Open alcohol containers are prohibited on the University campus except at designated areas for scheduled events at which alcohol is authorized to be sold, served or consumed. These events shall be scheduled through the University Scheduling and Events Office.

3-7-116 Facilities Maintenance.

3-7-117 Remodeling or Modification of Facilities. Requests for remodeling or modification of facilities shall be sent to the Department's Division of Planning and Construction.

3-7-118 Routine Service Request Procedures. Requests for all facility related services can be made by phoning or writing the Service Center at Parsons Hall. Requests may also be submitted electronically.

3-7-119 Smoking Regulation. Smoking and the sale of tobacco products are prohibited in all buildings owned or leased by the state under control of the executive branch. This executive Order is effective January 1, 1991.

3-7-120 Rules and Regulations Governing University Buildings and Grounds.

3-7-121 Admission to Property. Property shall be closed to employees, students, and the general public during other than designated open hours of operation. These hours of operation shall be clearly posted at main entrances to each building or property. The closing of property will not apply to that space and in those instances where Facility services has approved entry by key issuance into the property, after posted

operating hours, or where the office of University Conference and Scheduling Services has approved use of the building or property for educational, cultural, recreational, or public service use consistent with University Conference and Scheduling Service policies. During posted operating hours, property shall be closed only when situations require such action to ensure the safe and orderly conduct of University functions. The decision to close property shall be made by the President of the University (or official designee). During periods when property is closed, admission to such property will be restricted to authorized persons who shall provide or display identifying credentials when requested to do so by personnel of the UNC Police Department or other authorized individuals. Entry upon property in violation of any of the above applicable provisions is prohibited.

3-7-122 Preservation of Property. The improper disposal of rubbish on University property, the willful destruction of or damage to University property, the theft of University property, the creation of any unreasonably hazardous condition to persons or things on University property, the throwing of articles of any kind from or at a building, or the climbing upon statues, roofs, or any parts of a building, are prohibited.

3-7-123 Conformity with Signs and Direction. Persons in and on University property shall at all times comply with official signs of a prohibitory, regulatory, or directory nature and with the direction of UNC Police Department Officers and other authorized individuals.

3-7-124 Disturbances. Any conduct which creates loud or unusual noise, a nuisance, unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots, otherwise impedes or disrupts the conduct of University functions, or which prevents students, faculty, staff, or the public from obtaining the services provided on University property in a timely manner is prohibited.

3-7-125 Gambling. Unlawful gambling on University property is prohibited.

3-7-126 Regulation of Controlled Substances. Refer to 3-7-1027.

3-7-127 Soliciting, Vending, and Debt Collection. Soliciting aims and contributions, commercial soliciting and vending of all kinds, displaying or distributing commercial advertising, or collecting private debts in or on University property is prohibited. This

rule shall not apply to (a) national or local drives for funds for welfare, health, or other purposes as authorized by the President; (b) approved notices posted by employees or students on authorized bulletin boards; and solicitation of organization membership or dues for authorized University organizations.

3-7-128 Posting and Distribution of Handbills. Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University on approved bulletin boards on bulletin turnstiles. Distribution of materials such as pamphlets, handbills, or flyers, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, is prohibited unless conducted as part of authorized University activities. University Police shall be advised in advance of the proposed distribution in public areas, and may regulate the time and manner but shall not exercise control over the content of the material. All pamphlets, handbills, posters or flyers should clearly identify the author or sponsoring group.

3-7-129 Photographs for News, Advertising, or Commercial Purposes.

Photographs may be taken in space occupied by a University department only with the consent of the occupying department. Except where security regulations apply or a court order or rule prohibits it, photographs for news purposes may be taken in entrances lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of the Department of News and Publications.

3-7-130 Dogs and Other Animals. With the exception of seeing eye and guide dogs, dogs and other animals shall not be brought on the University property unless on a leash. Dogs are prohibited in all buildings and on the Butler Hancock playing fields except for service dogs and dogs used for security purposes at night, which are the responsibility of the owners and subject to the direction of the classroom instructors. Animals may not be left tied or secured to trees, railings or other property unattended. Owners are expected to dispose of waste of pets when on University property.

3-7-131 Vehicular and Pedestrian Traffic. Drivers of all vehicles entering or while on property shall drive in a careful and safe manner at all times and shall comply with the signals and directions of Officers of the UNC Police Department or other authorized individuals, all posted traffic signs and University traffic regulations. The blocking of

entrances, driveways, walks, loading plat-forms, or fire hydrants on property is prohibited. Except in emergencies and where otherwise allowed, parking on University property is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations 3-7-131 reserved for other persons, or parking contrary to the direction of posted signs or University regulations is prohibited. Vehicles parked in violation, shall be subject to removal at the owner's risk and expense.

This paragraph may be supplemented from time to time by the issuance and posting of such specific traffic directives as may be required, and when so issued and posted such directives shall have the same force and effect as if made a part hereof. Proof that a motor vehicle was parked in violation of these regulations or directives may be taken as presumptive evidence that the registered owner was responsible for the violation. Specific parking regulations and the University's approved Access Route System shall be available from either the UNC Police Department or Facility Services.

3-7-132 Weapons and Explosives. Except as permitted by Colorado law, no person shall carry or possess firearms, other dangerous or deadly weapons, explosives, or items intended to be used to fabricate an explosive or incendiary device on University property, unless for approved official purposes.

3-7-133 Enforcement. Whoever shall be found guilty of violating any of the rules, regulations, and related policies in sections 3-7-1041, shall be subject to all civil and criminal liabilities as called for in the applicable State statutes. Requests for interpretation of these rules and regulations should be forwarded to the Chief of University Police.

3-7-134 Access Control. The Vice President of Administration shall implement and enforce an access control program through Facility Operations for all University facilities.

3-7-135 Illumination in University Buildings. Levels of illumination in University buildings shall be those listed in Figure 9-80 of the IES Lighting Handbook, Illuminating Engineering Society, and 5th Edition. The levels of illumination shall be determined with a portable, color and cosine corrected, illumination meter.

3-7-136 Space Assignment.

3-7-136(1) Procedure.

3-7-136(1)(a) Requesting Allocation of Space. Initial contact regarding space needs shall be made, in writing, by a requesting office vice president, to the Office of Planning and Construction.

3-7-137 Emergency Response. The Emergency Response Plan, maintained by the University Chief of the UNC Police Department, sets forth the organization, responsibility and authority to maintain an organized, rapid and controlled University response to emergencies such as fire, explosions, civil disturbances, natural disasters, hazardous materials spills, and acts of war or terrorism. Organized response requires an understanding of the responsibilities of the persons, departments, or agencies of the University involved, coordination with City, County, and State emergency response services and periodic update, review and evaluation of results. The Vice President for Administrative Services, as the Executive Director of Emergency Management, has overall authority for emergency response services and will be aided by an Emergency Response Committee.

3-7-138 University Closure. When severe weather conditions exist, only the President or their designee may elect to close the University, and employees may be authorized to leave work early or directed not to report to work. Announcements of closure of other State agencies by the Governor or other officials do not supersede the authority of the President to act on behalf of UNC.

When a decision to close the University is made, active employees will be granted administrative leave and paid their normal salary for the period of closure, authorization to leave work on administrative leave is granted on a University-wide basis only and is not granted individually. Employees without direct authorization for the President, or their designee, shall be subject to disciplinary action.

Employees who, with their supervisor's permission, leave work early or do not report to work, due to severe weather, will be charged personal leave for all normal working hours missed and not covered by a period of official University closure. Employees on pre-approved vacation, sick leave, compensatory time- off or a floating holiday on a day when the University is closed under this policy will be charged leave for the normal working hours missed and not covered by the closure. All employees who are on leave or are dismissed from work for severe weather should indicate

"Administrative Leave" on their time sheets for the working hours covered by the official closure.

University employees in positions vital to the preservation of health, safety, security and critical operations may be required to work during a University closure. Every department that is required to function during a severe weather closure will designate the positions essential to critical operations. Employees in a designated essential position who work during a University closure will be granted compensatory time off for the actual hours worked during the closure period.

Employees are responsible for monitoring local media for announcements of temporary closure of the University.

3-7-139 Parking Services. All members of the academic community are charged a fee to park at the University. Rules and Regulations are updated annually and available in Parking Services.

3-7-139(1) Enforcement and Sanction. Violations of the regulations are categorized according to the seriousness of the offense. Refer to the current parking regulations for fine amounts.

3-7-140 Environmental Safety. It is the general policy of this University to promote a safe environment through the collective efforts of all participants in its educational, cultural and informational programs. The University shall promulgate and support a general safety program to coordinate and guide the institution's collective efforts. All members of the University shall cooperate and become involved in the safety program to avert or control needless human suffering and property damage arising from unsafe practices, equipment or facilities. The University will also conserve scarce operating funds through development of an effective risk and loss prevention program as part of the general safety effort.

3-7-141 Investigation of University Premises. The University reserves the right to inspect all University owned or controlled property to ensure for physical plant maintenance, damages, safety or security considerations. This includes, but is not limited to, academic areas, offices, labs, storage areas, houses, living areas, other structures or open areas. As these inspections are not related to criminal activity, there is no requirement for a search.

3-7-142 Food Service. The Department of Auxiliary Services is the sole provider of food sold on the UNC campus. No others may sell food product without prior written authorization from the Assistant Vice President for Auxiliary Services or their designee.

3-7-143 Residence Life. Shall generate sufficient revenues to cover all operational costs, required bond payments, administrative overhead assessments and funds needed for equipment replacement, facility upgrade and other support identified by the University. University Residence Life provides rentable living accommodations to: single, married, undergraduate, graduate, non-traditional, and foreign students, faculty, staff; students, parents, conference groups and UNC guests in residence halls, fraternity and sorority house residences. Off-campus students are served by auxiliary off-campus properties and the Off-3-7-143 Campus Renters' Information Service.

3-7-144 Residence Halls. To support the academic mission of UNC, University Residence Life strives to create and maintain an environment in residence halls conducive to sleep, study, and personal development. For educationally-sound reasons and developmental purposes, University Residence Life is required to provide housing to all eligible freshman contingent upon availability. As a self-maintaining property with no tax support, students are required to contract on an academic year basis. This insures that the most cost-efficient housing is available for the largest number of students.

3-7-145 University Records.

3-7-146 Unfair Business Competition Policy. The Board of Trustees directs the President to develop and adopt regulations and procedures to implement section 24-113-104, C.R.S.

3-7-147 Unfair Competition Grievance Procedure. A grievance, to be processed in accordance with this procedure, must be filed with the Unfair Competition Grievance Review Panel -- a three member panel appointed by and serving at the pleasure of the University President within sixty (60) days after the date when the grievant first knew or through the exercise of reasonable diligence should have known of the facts and circumstances giving rise to the grievance.

- (1) A grievance must be filed in writing on a form prescribed by the Unfair Competition Grievance Review Panel, which form must be signed and verified by the grievant. The grievant shall set forth all facts and circumstances which are pertinent and names and addresses of witnesses who have information concerning the grievance of which the grievant is aware.
- (2) Upon receipt of the grievance, the Unfair Competition Grievance Review Panel shall record the date and time of receipt and forward a copy to the President.
- (3) The Unfair Competition Grievance Review Panel shall thereafter undertake a thorough analysis and investigation of the grievance which shall include a hearing. In the course of the investigation, the Unfair Competition Grievance Review Panel shall confer with all appropriate parties. A copy of all non-confidential responses shall be forwarded by the Unfair Competition Grievance Review Panel to the grievant.
- (4) Upon completion of its investigation and hearing, and in no event later than sixty (60) calendar days after receipt of the grievance, the Unfair Competition Grievance Review Panel shall determine whether or not violation of the law or University policy, regulation or procedure with respect to the grievant has occurred. If the Unfair Grievance Review Panel determines that it is not probable, then it shall dismiss the grievance and shall make a good faith effort to inform the grievant of the reasons for the termination.
- (5) The Unfair Competition Grievance Review Panel shall provide to the grievant any requested documentation which constitutes a record available to the public under applicable laws and regulations and which is within the custody or control of the University. Any request for information by the grievant must be submitted in writing. A request may be submitted at any time after the filing of a grievance and at least five (5) working days prior to the hearing. Such documentation shall be provided to the grievant for inspection and review within three (3) working days of receipt of the request for same. The University shall provide photocopies of the documents upon receipt or payment in advance of an administrative charge authorized under the Colorado Public Records Act.

- (6) The grievant and the University shall provide for the attendance of any witnesses requested to be in attendance. Any such witness shall be entitled to be represented at the hearing by a person of their choosing, including legal counsel.
- (7) The Unfair Competition Grievance Review Panel may interrogate any witness presented at the hearing. An electronic recording of the hearing shall be made by the Unfair Competition Grievance Review Panel.
- (8) Upon completion of the hearing, the Unfair Competition Grievance Review Panel may conduct further investigation if evidence presented at the hearing requires further inquiry. When the Unfair Competition Grievance Review Panel is reasonably satisfied that all relevant and reliable evidence has been presented or discovered, it shall direct one of its three members to prepare a written report of its decisions and transmit it along with the entire investigatory and hearing record to the President within seventy-five (75) calendar days after receipt of the grievance. Copies of the report will also be provided to the other two members of the panel and the grievant. The report shall contain a specification of each fact which the Unfair Competition Grievance Review Panel finds has been established and a specification of each conclusion which the Unfair Competition Grievance Review Panel reaches and a recommended decision.
- (9) Within thirty (30) calendar days after receipt of notification of any decisions by the Unfair Competition Grievance Review Panel, the grievant may petition the President of the University for an appeal. If the grievant fails to petition the President within thirty (30) days, the action of the Unfair Competition Grievance Review Panel shall be final and not further reviewable.
- (10) The grievant shall submit the appeal in writing to the President. Each appeal shall state in clear language and in sufficient detail: the grievant's name, address and telephone number and the name, address and telephone number of the grievant's business; attach a copy of the written notice of prior action; the date the grievant received written notice of said action; against whom the appeal is being filed; and a short and specific statement of the reason for the appeal.

- (11) The President shall review the report of the Unfair Competition Grievance Review Panel and the appeal and reach a decision within thirty (30) calendar days. The President shall accept the report and recommended decision, modify the findings and/or conclusions and enter an appropriate decision, remand the grievance back to the Unfair Competition Grievance Review Panel for further investigation or make such further or other decisions as is justified under the circumstances. The President's decisions shall be transmitted to the Unfair Competition Grievance Review Panel, the grievant and the party charged.
- (12) In the event the grievant wishes to appeal the President's decision, an appeal may be directed to the Board of Trustees.
- (13) Within thirty (30) calendar days of receipt of the President's decision, the grievant wishing to appeal shall notify the Secretary of the Board of Trustees in writing of the specific grounds of appeal, including all relevant facts as presented in the record, and all legal arguments. The grievant shall provide a copy of the appeal document to the President who may submit a written response to the Secretary with a copy to the grievant. Within sixty (60) calendar days of the Secretary's receipt of the appeal document, the Board of Trustees shall schedule a review of the appeal. A final decision on the appeal shall be issued to the grievant no later than forty-five (45) days after completion of the Board review.

3-7-148 Drug-Free Workplace Policy. The University prohibits the unlawful or unauthorized manufacture, distribution, dispensing, possession or consumption, sale or use of controlled substances on or in University owned or controlled property or in the course of University business or activities.

Individuals or entities including, but not limited to, students, employees, contractors, agents, volunteers or invitees, who violate this policy shall be subject to discipline, termination/dismissal, debarment, arrest or citation, as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in drug abuse assistance or rehabilitation programs approved by the University.

3-7-148(1) Definitions. For purposes of this section, 7.23, and the following subsections, the following terms shall be defined as hereinafter provided:

- (a) "Controlled substance" means a controlled substance identified or described in Schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, and sections 12-22-309 through 12-22- 313, C.R.S., all as amended from time to time;
- (b) "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal and State criminal drug statutes;
- (c) "Criminal drug statute" means a Federal, State, or other non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;
- (d) "Grant" means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant program, whether or not exempted from the coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies,

insurance, or direct appropriations; or any veterans' benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

3-7-148(2) Grant Recipients/Participants. Employees who are authorized to work on any grant shall, as a condition of acceptance of and prior to commencing any such work, be required to execute and deliver to the University Grants and Contracts administrator, a certification in a form approved by the University (which in any event shall set forth the provisions of 3-7-1052) that the employee is fully aware of the University's policy as specified in 3-7-1052, agrees to abide by it, and agrees to notify the University Grants and Contracts administrator who shall notify the vice president of the division in which the employee works in writing no later than five (5) calendar days after a conviction, of any criminal drug statute conviction for a violation occurring on or in University owned or controlled property on in the course of University business or activities.

3-7-148(3) University Response. No later than thirty (30) calendar days after receiving a notification of a drug statute conviction as required in 3-7-1052, the University shall, with respect to an employee so convicted:

- (a) Take personnel action against such employee to include any range of authorized disciplinary actions up to termination/dismissal; and/or
- (b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University. In addition, the University Grants and Contracts administrator shall notify the agency which awarded the grant under which the employee was working at the time of the incident leading to the conviction of the notification received under 3-7-1053 no later than ten (10) calendar days after actual receipt.

3-7-148(4) Education. The University, through Human Resources, will make available to employees information concerning the dangers of drug abuse in the workplace, the provisions of 3-7-1052, available drug counseling, rehabilitation, and employee assistance programs, and the personnel actions which employees are subject to as a consequence of their violation of the provisions of 3-7- 1052, or the conviction of a criminal drug statute for a violation

occurring on or in University owned or controlled property or in the course of University business or activities. The complete text of the University's substance abuse policy is available from Human Resources.

The University, through the Drug Prevention/Education Office, will make available to students information concerning the dangers of drug abuse, the provisions of 3-7-1052, available drug counseling, rehabilitation, and student assistance programs and the sanctions which students are subject to as a consequence of their violation of the provisions of 3-7-1052, or the conviction of a criminal drug statute for a violation occurring on or in University owned or controlled property or in the course of University business or activities.

3-7-148(5) Debt Collection. The University Collection Manager may refer an unpaid loan account receivable to the State Collection Service or an outside collection agency, if in the Collection Manager's judgment the University lacks sufficient internal facilities or processes to collect the debt. If the collection Manager chooses to use a collection agency they must have written approval of the State Controller to use the specific collection agency.

3-7-149 Campus Violence. Violence, threats, harassment, intimidation and other disruptive behavior by members of the University community or visitors will not be tolerated by the University of Northern Colorado. Such behavior can include verbal or written statements, gestures, or expressions which communicate a direct or indirect threat of physical harm. All reports of incidents will be taken seriously and will be dealt with appropriately by appropriate staff. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both, in accordance with University procedures. The President may adopt procedures for the investigation and response to incidents or threats of campus violence.

Policy History

3-7-114 BUDGET DEVELOPMENT FOR SPECIAL AREAS AND SPONSORED PROGRAMS.

3-7-114(2) Sponsored Programs amended (May 2017)

