



**Policy Number 3.3**

**Chapter: Administration**

**Title: Human Resources Department Mission and Structure**

**Division/Department: Administration/Human Resources**

**Policy Administrator: Director of Human Resources**

**Adoption Date: May 17, 2023**

**Revision Dates:**

**1. PURPOSE**

The Auraria Higher Education Center (AHEC) Division of Administration consists of several departments. This policy defines the Human Resources Department and identifies its key areas of responsibility.

**2. DEFINITIONS**

This Policy does not require the definition of any specific terms.

**3. POLICY**

- 3.1. The Human Resources Department is headed by the Director of Human Resources, who reports to the Chief Administrative Officer. The Director's responsibilities are to oversee the operations of the department, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, serve as the direct or indirect supervisor of all employees within the department, and other duties as assigned.
- 3.2. The mission of the Human Resources Department is to create an environment in which both the employees and AHEC thrive. The department serves AHEC through the employee classification and selection process, and provides education and enforcement of state personnel rules and regulations and state statutes related to the management of human resources. The department strives to promote productivity, foster a positive work environment, support equal opportunity employment, and provide accommodations for individuals with disabilities.

- 3.3. The key responsibilities of the Human Resources Department include, but are not limited to:
- 3.3.1. Provide and administer policies, procedures, and programs that advance the interests of AHEC and provide structure and guidance to the AHEC community with respect to matters of employment.
  - 3.3.2. Serve as the liaison between the Colorado Department of Personnel and Administration and the state classified employees of AHEC.
  - 3.3.3. Create job descriptions for AHEC employees, aid departments and divisions in recruiting and retaining employees, and oversee the search process for new employees.
  - 3.3.4. Serve as the primary office for assuring equal opportunity exists in all employment at AHEC, and as the office responsible for anti-discrimination and anti-harassment policies and procedures for AHEC.
  - 3.3.5. Address grievances by employees with respect to their working conditions.
  - 3.3.6. Provide programs for employee orientation, recognition, and performance management.
  - 3.3.7. Provide a student employment program.
  - 3.3.8. Oversee the worker's compensation program for AHEC, under state of Colorado laws, regulations, and guidelines.
  - 3.3.9. Review personal services contracts of AHEC to assure that state personnel laws and policies are followed with respect to outsourcing of labor.
  - 3.3.10. Maintain all personnel and employment records of AHEC.
  - 3.3.11. Acquire, implement, and maintain software programs for the effective management of employment at AHEC, including a time management program and a payroll system.
  - 3.3.12. Offer an employee benefits program and manage the relationship between AHEC and the Colorado Higher Education Insurance Benefits Alliance (CHEIBA).

**4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*  
Chair of the Auraria Board