

AHEC INSIDER

A monthly snapshot of news and happenings
across Auraria Campus

December
2023



Important Dates

Thursday, Dec. 7
ERC Winterfest

Friday, Dec. 8
Fall Semester Ends

Friday, Dec. 8
First Day of Hanukkah

Dec. 11-15
Finals Week

Monday, Dec. 25
Christmas Day

Tuesday, Dec. 26
Kwanzaa

Sunday, Dec. 31
New Year's Eve

Monday, Jan. 1
New Year's Day

Dec. 25-Jan. 1
Winter Break/Campus Closed

Snow Shoveling & Campus Closure Information



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AHEC EMPLOYEE RECOGNITION
COMMITTEE PRESENTS

Winter Fest

IN THE TIVOLI TURNHALLE

THURSDAY 7 1:30 - 3:30 P.M.

DECEMBER

Let's get festive!

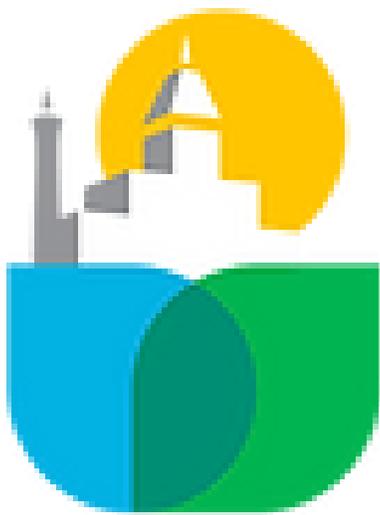
COME IN YOUR FAVORITE HOLIDAY ITEMS. UGLY
SWEATERS, HATS, BELLS—ANYTHING GOES!

EMPLOYEE AWARDS - RAFFLE - PRIZES -
FOOD - DRINKS - GIVEAWAYS & MORE!

The ERC and Early Learning Center are teaming up this year to organize a gift drive. Help us bring some holiday cheer to these families! Wish list items will be available at Winterfest.

Stay tuned for details!

**Have a project for the marketing team to complete?
Please fill out our new marketing request form online [HERE](#)**

**EXEMPLARY SERVICE****ACTIVATED PARTNERSHIPS****VIBRANT ENVIRONMENTS****SUSTAINABLE FUNDING**

Auraria Sustainable Campus Program

The Auraria Sustainable Campus Program (ASCP) is doing its part to contribute to the Auraria Campus' Vibrant Environments with its future addition of a composting machine that will arrive sometime later this month. The composter will allow for Auraria Campus waste to be composted in-house as opposed to being sent to private composters near Denver. ASCP is aiming to divert 35% of campus waste from landfills by July of 2024. The new composter will help cut down the costs it takes to send waste to third party facilities, and will also allow the end result of the compost to be used around campus to help nourish the soil and plants. An article highlighting the entire process can be found at MSU Denver's student-led paper, Met Media, [HERE](#).

CURRENT OPEN POSITIONS

- Accounting Manager for Business Operations
- Custodian I - Swing Shift
- Electronics Specialist II
- Field Equipment Technician
- Grounds & Nursery I
- Lieutenant Patrol
- Parking and Transportation Specialist
- Parking Customer Service Technician
- Special Events Coordinator

To see details on our open positions, please visit governmentjobs.com/careers/colorado, and filter for Department "Auraria Higher Education Center"

2023 W-2 Forms

It's W-2 Time! For a smooth delivery, please remember to update your address by no later than Jan, 24. Please follow the below link to locate forms for changes. Due to the sensitive information on the document, we will not be accepting these forms via email. You may hand deliver your form to the HR office for safe processing. Address change forms can be found [HERE](#)

Payroll Due Dates

December Monthly Payroll

- Processing date will change to Dec. 18, 2023. Timesheets are due third business day of the month, Dec. 5. Begin calculating timecards for Snow Pay early, start in November as the snow days occur.
- New Hire Orientation in December occurs only on Dec. 4. Any off-cycle new hires prior to Dec. 18, New Hire paperwork will be processed by the paymaster and submitted to HR by Dec.13 to pay at the end of the month. Any off-cycle new hires after Dec. 18 will be processed by the paymaster. They will be paid Jan 12, 2024 (first biweekly payroll of the following month) and paperwork due by Dec. 22. Those new hires will attend the Jan. 2 New Hire Orientation.

Dec. 29 Pay Date Biweekly Payroll

- Processing pay period Dec. 2-15 will change to Dec. 20, 2023. Timesheets are due Dec. 19.
- All paperwork for new hires and promotions are due Dec. 15.

Please let HR know if you have any questions regarding the changes in deadlines. We will work with you as best as we can.

Check Your Check

Non classified employees, please check your check to verify all benefit changes are correct. If you have any questions or concerns, please reach out to Crystal at 303.556.3385 or crystal.duran@ahec.edu



**NATIVE
AMERICAN
HERITAGE
MONTH**



**#ColoradoForAll
Lunch and Learn
with Dr. Carma Claw**

To celebrate Native American Heritage Month, join the Statewide Equity Office and Assistant Professor of Management Dr. Carma Claw, from Fort Lewis College, for a conversation on the topic of Indigenous Intelligence: The Intersection of Tribal Sovereignty and Business Ethics.

About the Speaker

Dr. Carma M. Claw teaches at the School of Business Administration at Fort Lewis College. Her research interest areas include strategic resources, ethics, leadership, Indigenous business management, and sovereignty as a resource for organizations.

Additionally, she is an author in “American Indian Business Principles and Practices,” “Indigenous Aspirations and Rights,” and “Tribal Wisdom for Business Ethics.” Dr. Claw is a citizen of the Dinè (Navajo) Nation. She is Bitah'nii and Kinłichii'nii of Aneth, Utah.

Meeting Information

Date: Dec. 4, 2023

Time: Noon - 1 p.m. (MT)

Please register in advance for this Zoom webinar.

This webinar is open to all State of Colorado employees. To request an accommodation, please contact Sarah Rothberg at sarah.rothberg@state.co.us.

**COLORADO****Family and Medical Leave
Insurance Program (FAMLI)**

Department of Labor and Employment

My FAMLI+

- My FAMLI+ is the online portal Colorado workers will use to manage their FAMLI claims. My FAMLI+ allows Coloradans to apply for benefits, submit required serious health condition forms, review the status of their claims and manage their benefit payment options.
- My FAMLI+ is now live, and Coloradans—including State of Colorado employees—can access it from famli.colorado.gov. Workers can start their applications now, and FAMLI benefits will become available starting January 1, 2024. Please encourage State employees to use their personal email address when filing a FAMLI claim rather than their State email address.
- An official announcement will be distributed via a statewide press release on November 27, 2023.
- The FAMLI Division has how-to videos and a step-by-step user guide available for those who need support during the application process on famli.colorado.gov. Users can also reach out to FAMLI directly at 1-866-CO-FAMLI (1-866-263-2654) Monday–Friday 8 a.m.–4 p.m.

Background

- Colorado voted in 2020 to ensure more Colorado workers have access to paid leave during life circumstances that pull them away from their jobs — like a new child, taking care of themselves or a loved one with a serious health condition, making arrangements during domestic violence situations, or preparing for a loved one’s military deployment.

Who’s Included?

- Almost everyone who works! Even self-employed workers and independent contractors can access paid family leave if they self-elect coverage and commit to pay FAMLI 0.45% of their wages for three years.
- Federal employees and certain tribal employees are not covered, unfortunately.
- Local governments had the option to vote to opt out of the program. Employees of local governments that have opted out can still access paid leave as long as they agree to pay their share (0.45% of their wages) for three years.

**COLORADO****Family and Medical Leave
Insurance Program (FAMLI)**

Department of Labor and Employment

How It Works

- Employers and their employees both fund the FAMLI program and may split the cost 50/50. Premiums are set to 0.9% of the employee's wage, with 0.45% paid by the employer and 0.45% by the employee. Premiums may be adjusted in future years but are capped by law at 1.2%.
- Employers are responsible for collecting employee contributions. Premium collection began in January 2023. Colorado covered the employee portion of the premium for all state employees through FY 2022-2023, so state employees saw their first deduction last July.
- Eligible workers can get up to 12 weeks of partial wage replacement payments (or 16 weeks in case of certain childbirth complications) on a sliding scale based on income. Workers can take FAMLI leave continuously, intermittently, or in the form of a reduced work schedule.
- FAMLI benefits are only partial pay replacement, based on a sliding scale. To find out exactly how much you'd receive during a FAMLI leave, check out our [Premiums & Benefits Calculator](#).
- Employees can open a planned FAMLI Leave of any kind up to 30 days prior to the first date of the absence and up to 30 days after an absence by starting a claim using the My FAMLI+ portal. That's because we know that people will have medical events they didn't plan for. And if you are incapacitated after experiencing a medical event and can't complete the application, you can designate someone to handle that for you.

Each month we will feature a building or area of campus to showcase the rich history of Auraria, as well as spotlight the many uses of our amazing facilities. This month, we take a look at the Auraria Library



AURARIA LIBRARY

The Auraria Library is the only tri-institutional academic library in the country.

It was designed by renowned German-American architect Helmut Jahn in 1974. It was renovated in 2016-17 and is used by students, faculty, and staff from all three schools on campus.

The library boasts over 574,000 print books, 326,000 eBooks, and 93,000 online journals.

The Media Center under the library gives students hands on experience in TV and film production.

**Special thanks to HR Technician Tiffany DeBry for providing this information*

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AHEC Team - We need your help!

The day shift facilities and custodial teams are all part of the snow removal team, and work hard to clear campus of snow. But when we receive significant snow – especially when campus is on a delayed opening or closed, we need more shoveling help!

Any AHEC staff who helps shovel will receive:

- “Snow pay” (1.5x a person’s hourly pay rate) for any time they spend shoveling (when campus is open or closed)
- “Snow leave” when the shoveling occurs during a time campus is closed due to delayed start, early closure or closed campus. Snow leave is earned on an hour for hour basis up to 8 hours total. Snow leave is earned in addition to Snow Pay.

Please reach out to Karen Burke (Karen.Burke@AHEC.edu) in facilities if you are interested in learning more about helping as part of AHEC’s Snow Removal Team.

How to Stay Informed on Weather Delays/Closures

In the event of an Auraria Campus weather delay or closure, there are multiple ways to stay informed.

- Visit our homepage at www.ahec.edu and check the announcements tab
- Call our weather hotline at 1-877-556-EMER (3637)
- Tune into social media and news outlets for information
- Check your phone for a RAVE alert



The 2024 RTD EcoPass will remain free for all AHEC employees as it was in 2023. The free pass will once again be offered for the entire 2024 calendar year (Jan. 1-Dec. 31, 2024)

As a reminder, the transition to a digital pass must be made by this Friday, Dec. 1, 2023. Employees who still wish to use a physical card must complete an Auraria EcoPass Authorization Form at the Parking Office, and have their account associated with a campus institution prior to going to an RTD sales outlet.

Full information on the digital transition, and how to acquire a new pass, can be found [HERE](#). Staff who currently hold a pass won't have to do anything to "renew" it in 2024. New employees, or those wishing to obtain a pass, can follow the instructions on that page as well.

Any questions on the transition can be directed to the parking office:

303-556-2003 | RTDJustRideAccount@ahec.edu