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# HRIC Takeover

 UNIVERSITY OF DENVER • The Bridge

## HRIC Bridge Takeover

Summer Session: August 24 (HRIC Strategic Plan)

[Puede ver una versión completa traducida al español aquí](#)

Welcome to a special edition of The Bridge, produced in collaboration with your Human Resources and Inclusive Community team!

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# Town Hall

 UNIVERSITY OF DENVER | Human Resources & Inclusive Community

## HRIC Updates Town Hall



Are you curious about updates or have questions for HR? Don't miss our next HRIC Town Hall! Join us Thursday, Sept. 21, from 9:30 to 10:30 a.m. in Community Commons Room 1700 for an informative and engaging session. This is a great opportunity to touch base with our HR partners and stay up to date on important news. We look forward to seeing you there!

If you missed our last HRIC Town Hall, don't worry! We've got you covered. You can catch up on all the important updates and information by watching the recording of the event. [Simply click here to access the video and all previous HRIC Town Hall videos.](#)

We encourage you to watch the video to stay informed about what's going on among staff and our HR Department. You never know, the recap might just answer a question you've been waiting to ask!

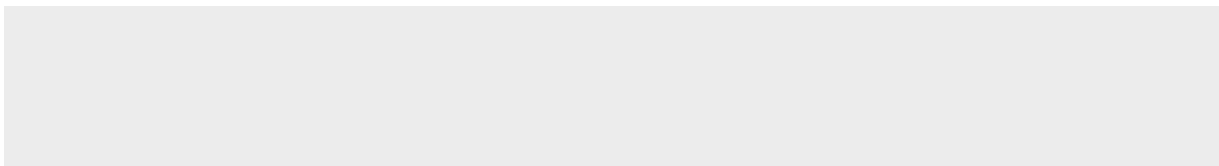
## HRIC Strategic Plan



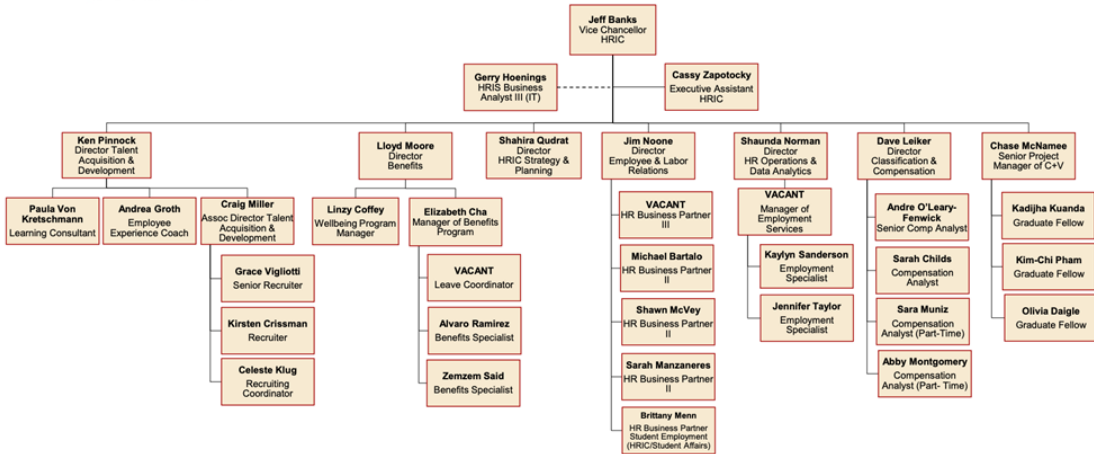
We are pleased to share our strategic plan with you this season. [HRIC's strategic plan](#) outlines our goals, strategies and actions. Please read [Vice Chancellor Jeff Banks' message to our community](#).

We have organized our plan into five priorities within HR, which are described in the sections below. [Learn more by exploring the plan here](#).

We have also structured and built a team to support the strategic plan. Here is a working organizational chart of HRIC that shows how we line up throughout the organization.



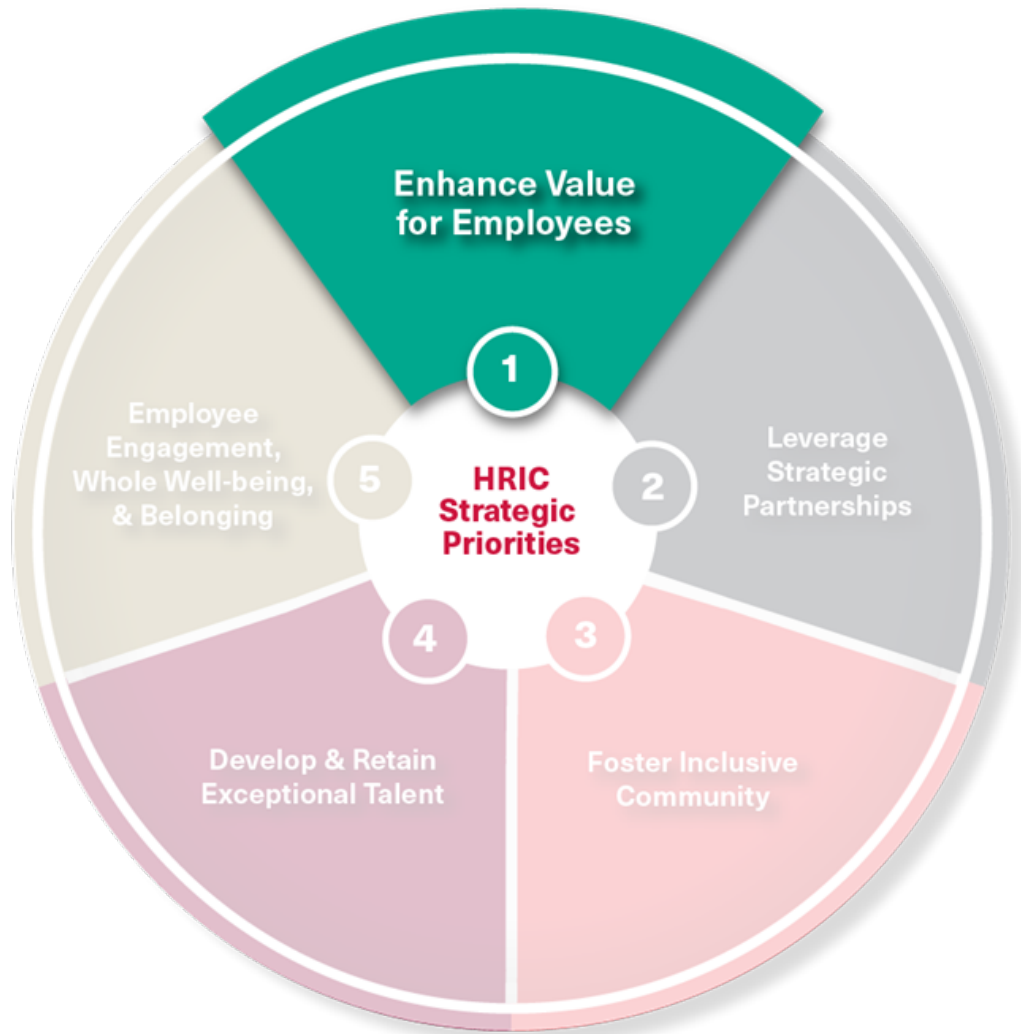
# HRIC Org Chart



Updated 8/11/2023

Click here to view the [full-size HRIC Org Chart](#).

## Enhance Value for Employees



We're proud of our accomplishments at DU, and we can't do it without you. Your dedication, hard work and commitment to excellence ensure our continued success today and in the future.

We have defined three characteristics of what it means to work here:

- Make real contributions
- Be rewarded and recognized for excellence
- Prioritize professional growth

**Make Real Contributions for the Public Good**

Making a difference for the public good isn't a privilege reserved for just our students. The work you do every day positively impacts the personal and educational experiences of everyone at our institution. Thanks to HRIC, you can get

involved with a variety of programs meant to help you get involved and give back to your DU community and beyond—like getting your hands dirty to celebrate Earth Day or volunteering on Move-In Day.

We welcome you to sign up to volunteer to support Move In and Discoveries Orientation on Tuesday, September 5th! Please [view the available volunteer shifts and sign up here](#).

### **How You Are Rewarded and Recognized**

Your compensation at DU extends beyond your paycheck. We are proud to offer health coverage, life and disability insurance and a generous 403 (b) employer match. DU will match your 4% contributions to this plan with an 8% match, for a combined contribution equal to 12% of your appointed salary. Vesting of the match dollars is immediate at 100% upon enrollment. Employees can open an account and manage their retirement plan through the [TIAA website](#). Contributions can be adjusted at any time through your online TIAA account.

DU also offers many discounts through our [DU Discounts program](#) as well as a valuable tuition waiver for employees and your families. We also encourage you to remain connected with your family and community with a competitive paid time off package.

The University of Denver thrives by bringing together diverse staff, faculty and students to engage in learning, scholarship, co-curricular activities, athletics, creative work and research. As a residential community with in-person learning and research, the University is committed to a vibrant campus experience. To that end, the University recognizes that the utilization of flexible work arrangements offers advantages for both the University and our employees where these arrangements are operationally appropriate. Providing flexible work options may result in increased employee job satisfaction and retention, employee productivity and improved recruitment results. [View the full Flexible Work Policy here](#).

Stay tuned—our HRIC Takeover all about employee benefits is coming to an inbox near you this fall!

### **Professional Growth with LinkedIn Learning**



# LEARNING

You are a vital member of the DU community, and DU is here to support your professional and career growth.

Through DU, you have access to thousands of free courses on [LinkedIn Learning](#). Online courses range from five minutes to several hours and cover a variety of topics focused on technical and workplace skills.

Visit [LinkedIn Learning](#) (or download the app) and log in using your DU email address to access thousands of online courses. For a tutorial on how to use LinkedIn Learning, log in using your DU email address, and then check out [How to Use LinkedIn Learning](#).

You can find the topics you want using search tools; explore learning paths; play and pause training videos; use transcripts and exercise files; and customize your online learning experience. We also recommend searching for course titles to follow courses by topic area.

[Click here to learn more](#) about how we intend to enhance value for employees.

## Leverage Strategic Partnerships



Our ability to achieve goals is dependent on the strength of and collaboration with our partners at DU. The HRIC team is committed to strengthening our relationships and finding the best ways to address challenges.

Our commitment to our partners includes:

- Build genuine, durable relationships
- Trust and accountability
- Create common and transparent goals
- Data-driven solutions and continuous improvement

We have expanded and continue to expand our HR Partner teams. They can provide the



following services to our units:

- Consulting for managers and employees regarding job performance and workplace concerns
- Policy interpretation and application
- Guidance on workplace issues
- Assistance with exit interviews

For more information or other inquiries, please email [AskHRPartners@du.edu](mailto:AskHRPartners@du.edu).

If you have questions about any of our policies, please access our HR page here: [University & HRIC Policies | Human Resources](#)

## Foster Inclusive Community



An inclusive community is not something we do, but what we are. As a campus, we seek ways to create space for every individual, every group and every voice, regardless of whether you are a student, educator or staff member. We aspire to be the best at making people feel welcome, respected and proud to show up as themselves.

## **Welcome C+V!**

We are so excited to announce that the popular program C+V has moved under HRIC! This new alignment will increase C+V's ability to reach community members across campus in creation of a truly inclusive community.

People yearn to feel a connection and a sense of belonging, even as they pursue their individual goals. This is especially true at the University of Denver, where we create knowledge, strive to have an impact and are dedicated to the public good.

**Community + Values** is the focused and empathic work we are doing as a community, to strengthen ourselves from within. We strive to be doers, amplifiers and connectors in our community. This initiative began in the spring of 2019 as a way to compose a collective narrative that creates a greater sense of shared values and belonging. We have invited and connected with thousands of faculty, staff, students and alumni to contribute their voices and energy and help us explore. And that's exactly what we have been doing. In partnership with our C+V Steering Committee and the phenomenal DU community members over the past three years, we have welcomed 19,000+ community members to over 260+ events and programs, including 50+ Community Talks, two Langar@DU celebrations and more – and it's because of the DU community that we have been able to connect in so many meaningful ways.

These explorations – through engaged conversations, impactful events and purposeful initiatives – set the foundation for fostering an all-encompassing sense of belonging that speaks to all. The feeling of "home" within the University of Denver remains elusive for some, and we are dedicated to continuously working to create a safe space where more members of our community find that resonance. At the same time, we appreciate the comfort that many have found here, and we aim to both amplify those experiences, alongside bridging the gap within the range of experiences. Your voice is an essential part of this effort, and we want to hear from you. DU is more than a place – it's a shared space, where aspirations converge to create a genuine sense of belonging.

## **C+V Employee Spotlight**



### **Kadijha Kuanda**

- Second-year MA student, International Human Rights Program at the Josef Korbel School of International Studies
- President of the Korbel Graduate Students of Color; interim president of Students for Africa
- “Currently, I am most excited and honored to lead a DU community-wide storytelling initiative modeled after the Human Library, titled ‘Story Mosaic: Sharing Stories, Building Community.’ This work is an evolution of the [C+V Community Voices initiative](#). Here, our goal is to bring the entire DU Community together to engage in a meaningful exchange of stories and experiences through different kinds of creative expression. The first big event will take place towards the end of fall. More information coming soon!”



**Kim-Chi Pham**

- Fifth-year doctoral candidate, PhD in Developmental Psychology, College of Arts, Humanities & Social Sciences
- “My research interests center on how macrosystems affect individual development. As a graduate student, I aspire to collaborate with community partners to inform policy and affect systemic change. This aligns with my current position in C+V as the Graduate Fellow for the Evolve Pathway for Community Engagement. I organize community events to bring together DU members from across the institution. Being part of such a dynamic team and being able to engage with so many DU community members from different walks of life has inspired me to stay on as a C+V Grad Fellow in my final year as a doctoral candidate!”



**Olivia Daigle**

- Second-year MA, International Human Rights Program at the Josef Korbel School for International Studies
- Office admin in the Diversity, Equity and Inclusion Office at the Korbel School; research assistant for the Conflict Engagement and Resolution Initiative (CERI)
- “My primary role at C+V is helping to plan the annual Langar@DU event, which brings together community members in and outside of DU around a shared meal, conversation and community building. As a graduate fellow, I also help support our community wellness hours, where I get to meet DU community members and learn about their experiences at DU. My role allows me to engage with the DU community at all different levels, and this is definitely my favorite part of the job!”

**DU Story Mosaic: Sharing Stories, Building Community**

Over the past year, our C+V team, C+V Steering Committee and a cross-campus planning committee have been discussing ways for us as a community to learn from one another and practice reflection in our lives. With these goals in mind, we are excited to officially launch DU Story Mosaic: Sharing Stories, Building Community, a storytelling initiative at DU.

The DU Story Mosaic is a cross-campus collaboration that recognizes the incredible power of storytelling. Modeled after the [Human Library](#) and building on our [C+V Community Voices work](#), this initiative aims to bring together the entire DU Community to engage in a meaningful exchange of our unique stories. Our hope is that community members listen, learn from each other and practice reflection to experience personal growth in the process. We also seek to inspire change within our organization through storytelling.

The DU Story Mosaic will offer participants the opportunity to share stories through a variety of creative expressions, such as one-on-one and group conversations, spoken word, art and poetry, both publicly and anonymously, to cultivate an embodied community experience where everyone can feel safe to be vulnerable and their authentic selves.

We are excited to fully launch the DU Story Mosaic this fall quarter! Save the date on Oct. 11 for our first major event of the year. If you want to receive full details for the event as it is finalized, please [subscribe to our C+V listserv via this form](#), or email us at [CommunityPlusValues@du.edu](mailto:CommunityPlusValues@du.edu).

## Call to Action

Community + Values is the focused and empathic work we are doing as a community, to strengthen ourselves from within. We work in partnership with the community to create a greater sense of shared values and belonging. We invite you to explore the ways to get involved! Your voice and your heart belong in this work. DU is your home, and our goal is to always work authentically in partnership with the DU community to make sure it feels like home to all.

You can attend an event, share your story, nominate someone for a You Rock! Award, give us feedback and more!

[Find ways to get involved](#)

## Develop and Retain Exceptional Talent



Our Talent Acquisition & Development team provides growth resources and opportunities to meet learners where they are. We empower our employees to gain the skills, knowledge and abilities to thrive in our changing global work environment. Learning is not only about offerings and tools but about reinforcing a culture of learning and development.

Did you know we hired an employee experience coach to help bring our vision of a great onboarding experience to life (you met Andrea Groth in a previous HRIC Takeover)? Please make sure you are signing up your new employees for orientation, where they will receive the information they need to thrive in the DU community.

Topics include:

- Introduction to [DU's mission, vision and values](#)

- [DU history](#)
- [People, programs and places on campus](#)
- [Inclusiveness at DU](#)
- [Overview of required new hire paperwork](#)
- [Overview of DU policies](#)
- [Overview of required training](#)
- [Overview of MyDU and IT Help Center resources](#)
- [Information regarding DU ID cards, parking passes and transportation options](#)
- [Benefit plan overview](#) and Q&A

## Why is retention important?

Gallup research reported in [Keep Your Top Talent: The Return of Retention](#) shows that the two strongest factors controlling retention are when employees are given the “opportunity to do their best” and have “mission and purpose.” At DU, HRIC is dedicated to the ongoing learning and development of all our employees. Our goal is to provide everyone the chance and tools to do their best and work with purpose. Retention at DU means our employees have the chance to grow and excel in their positions, and it’s why HRIC is committed to meeting the needs and desires of our employees on a physical, emotional and mental level. Combatting burnout, ensuring well-being and re-energizing our staff and faculty with engaging and meaningful work and collaboration is a prime focus of HRIC. We want everyone in the DU community to be inspired to do their best, most impactful work. That means maintaining and creating a healthy, welcoming environment for our employees through initiatives like C+V, Well@DU, Flexwork and more.

## Coming Soon: Self-led Supervisor Core Competency Training

We also know how crucial supervisors are to the overall success and happiness of employees. As our supervisors embark on your leadership journeys, we want to provide you with support, resources and development opportunities. This course is going to focus on your role as a manager, developing interpersonal communication and relationship skills, including elements of emotional intelligence, inclusivity, motivation and engagement, and how you can support your employees in this regard.

### Learning Outcomes

1. Recognize your responsibilities as a new manager
2. Leverage interpersonal communication skills to manage and develop your staff
3. Recognize how to use key emotional intelligence competencies when working with your team
4. Define motivation, engagement, inclusivity and diversity
5. Identify how to reinforce competence, autonomy and relatedness



6. Deliver effective feedback and approach challenging conversations with more confidence

We'll be reaching out to supervisors through Talent@DU to start your Supervisor Core Competency Training shortly, so stay tuned!

## **Supervisor Core Competencies I**

In the meantime, we have two courses available to supervisors that will help you develop your managerial skills. They are available through Cornerstone via Talent@DU. Navigate to the training calendar to register your interest.

The learning objectives for Supervisor Core Competencies I are:

- Recognize the responsibilities as a manager and steps to take to transition from an individual contributor role to a manager
- Identify one's own communication style and how to most effectively apply that style via different communication mediums and situations
- Recognize steps to deliver effective feedback
- Motivate employees via letting go of control and empowering them to act

## **Supervisor Core Competencies II**

The learning objectives for this session are:

- Recognize how to effectively coach employees without "telling and selling" to get to performance improvement
- Identify how and when to leverage your preferred approach to addressing conflict to solve and manage the unavoidable challenges and disagreements that arise in the workplace

## **Upcoming Legal and Compliance Training for Supervisors and Trainers in October**

Join HRIC, Enterprise Risk Management, Office of General Counsel and Office of Equal Opportunity and Title IX as we review key legal trends and updates. Supervisors are required to attend one of the sessions scheduled on Oct. 4. Stay tuned to The Bridge for more details on how to register coming soon!

## **Talent@DU**

[Talent@DU](#) offers integrated modules to provide the best possible employee experience. Features include professional development classes, required training, and 15,000+ LinkedIn Learning courses, all available to both benefited and non-benefited faculty and staff members. Employees in appointed benefited positions can create their own personalized professional development plans and job goals.

To log into the system, use your DU email address and MyDU password.

## Employee Engagement, Whole Wellbeing & Belonging



### Well@DU

HRIC is committed to the development of the whole person. Our employee wellness program, Well@DU, encompasses this as we work to inspire a healthy community and promote a culture of wellness. Through our commitment to all areas of wellness, we provide information and activities that inspire individual well-being and create pathways for prosperity in our community.

**The Seven Facets of Wellbeing was launched in 2023**

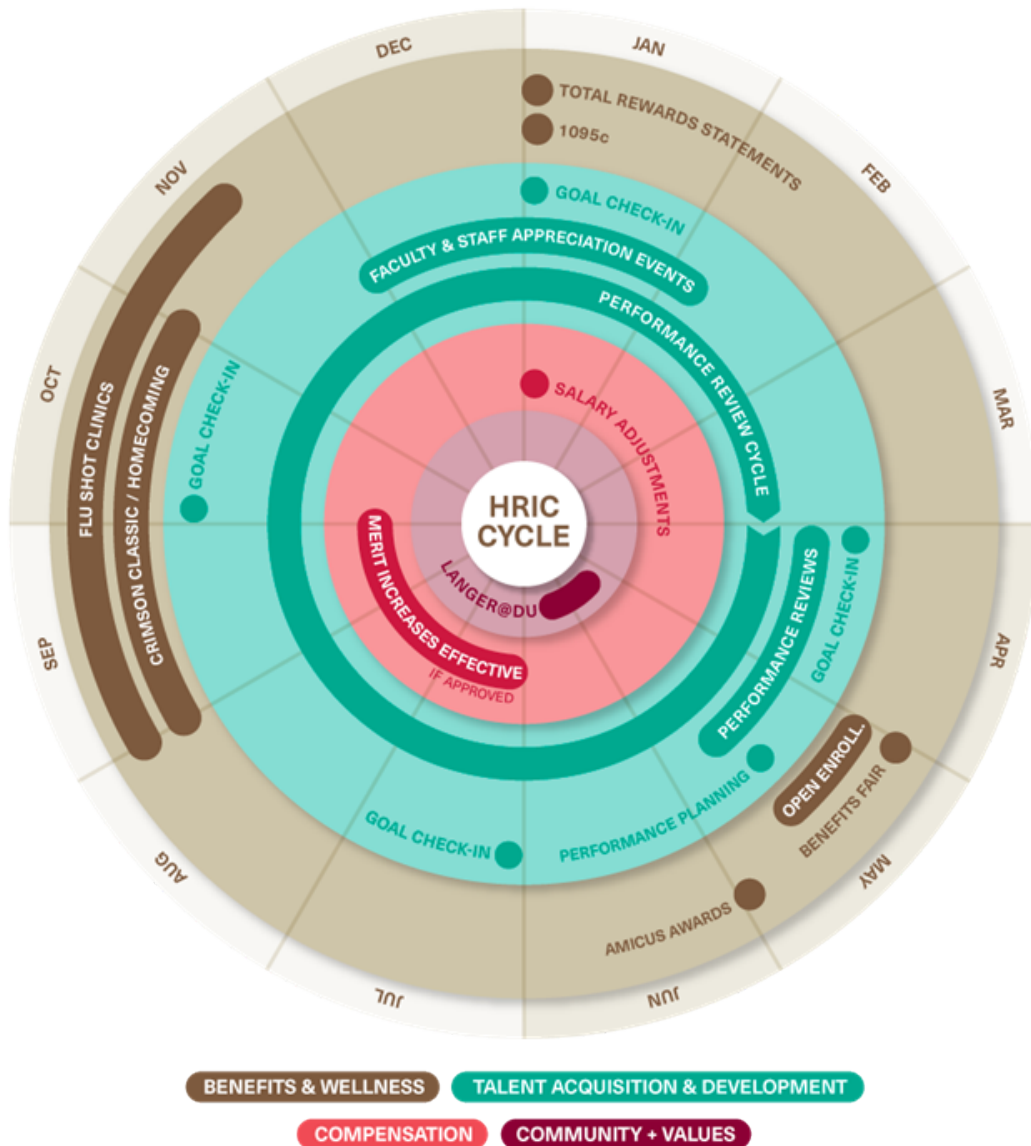
Our programming is built using a holistic approach that includes the Seven Facets of Wellbeing:

- Physical and Nutritional: Nourishing our bodies to give us energy and strength, finding safety and empowerment through movement, breathing, stretching and self-care
- Mental and Emotional: Taking care of our mental health and emotional regulation in healthy, kind and healing ways
- Social and Community: Securing, building, maintaining and taking part in healthy social connections, relationships and supportive communities
- Environmental: Noticing our physical surroundings — are we safe, taken care of and in a sustainable place where we can thrive?
- Spiritual: Taking care of spiritual needs and our inner selves in a way that is meaningful to each of us
- Financial: Building and maintaining a financial foundation to support our needs and endeavors
- Agency, Purpose and Career: Making conscious, intentional decisions that align with the life we desire

Other programs offered by our wellness team:

- [Pregnancy, Lactation Rooms and Family Resources | Human Resources | University of Denver](#)
- [Employee Assistance Program | Human Resources | University of Denver](#)
- [Crimson Classic 5k, Special Events & Wellbeing Classes | University of Denver](#)

## Performance Management



Click here to view the [full-size HRIC Cycle](#).

## Merit Has Been Awarded

At this time, almost all employee groups have their new salary in effect. The last group to go into effect is nine-month faculty, and your salary will go into effect on Sept. 1. If you do not see those changes reflected in your paycheck by Sept. 1 (or Oct. 1 for nine-month faculty), please contact Employee Services at [employmentservices@du.edu](mailto:employmentservices@du.edu).

## Your Goals Should Be in the System

By now, you should have your goals approved by your manager and have them entered into the system, and you should be actively working toward completing them. Still

working on this step? Schedule a meeting with your supervisor to go over your written goals so you can make sure they are tied to your unit's strategic imperatives and ladder up to your supervisor's goals.

Remember, you and your manager should be in weekly or at least monthly communication about your performance and goals so you can continually learn and grow.

Say a project isn't going as planned, but it's one of your goals for next year. Although HR encourages goal planning during the performance planning period every year, you can modify your goals year-round. This ensures you and your boss are always on the same page regarding your progress.

Hitting roadblocks during a project? Speak to your supervisor! Supervisors and managers are there to clear roadblocks and help you prioritize tasks so you can set appropriate deadlines and goals for your performance



## Goal Check-In Every Quarter

Did you review and validate your goals with your supervisor back in July? Do you have that meeting on the books for October? This is the best way to ensure you are on track to reach your goals.

As you can see in our HR Cycle graphic, we recommend having quarterly goal check-ins with your supervisors in addition to continuous communication about your goals and performance so you can look at your goals and adjust them based on the realities of the work and changes in your unit.

Maybe your goals need to be tweaked slightly to reflect the new work you are doing.

Don't worry, goal setting is fluid, and each goal's "end date" is not required to be March 31 of this year. If a goal end date is past this performance year, it will roll over to next year's goals, and you can continue progressing toward it. Feel free to modify the goals you want to be evaluated on year-round, so the work and end dates are realistic. The best way to think about this is to not allow the system to inform your practice around goal development and tracking; rather, allow your practice to inform the system, as it is only a tool for capturing the excellent work you are already doing!

## **Staff Members, We Want to Hear From You!**

As part of HRIC's ongoing commitment to improving the staff Performance Management process at DU, we would appreciate your participation in a survey to gather feedback and insights. Your input is crucial in helping identify areas of strength and improvement, ultimately shaping a more effective performance evaluation structure. The survey is anonymous, ensuring confidentiality and encouraging open and honest responses. Your perspective and experience matter, and we genuinely value your contribution to this endeavor. We kindly ask that you take a few moments to complete the survey by Aug. 31. Your feedback will play a vital role in our continuous efforts to enhance the Performance Management process and foster a more rewarding work environment for all.

Please note that the survey is specifically intended for staff and those faculty members who manage staff.

The next step in our learning process is to hold feedback sessions with the DU community. The survey will ask if this is an area of interest for you to participate in.

[Find the survey link here](#)

## **Previous HRIC Takeovers**

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Just a friendly reminder that our previous HRIC Takeovers were on Nov. 18, March 2 and April 27. These Takeovers are written for you, so please refer back to them as needed throughout the year. You can find November's Takeover by searching HRIC Bridge Takeover, March's Takeover by searching your email for the subject line Winter 2023 HRIC Bridge Takeover, and April's Takeover by searching for Spring 2023 HRIC Bridge Takeover. If you are a new employee who would like to receive these Takeover editions, please email us at [thebridge@du.edu](mailto:thebridge@du.edu). Thank you for being a part of our HRIC community!

**RTD EcoPass Is Moving to the MyRide App!**



Benefitted employees have access to free RTD bus and train services through the RTD MyRide App.

The RTD MyRide App EcoPass still works for all regular bus and train services, including the A Line to Denver International Airport, just like your old EcoPass Card!

All Cards will be switched off Sept. 30, so you must install the MyRide App if you wish to continue using your RTD EcoPass.

Full instructions for installing the app, creating your account, and activating your EcoPass can be found here:

[English language instructions](#)



[Spanish language instructions](#) (Instrucciones en Español)

If you cannot access the MyRide App, contact [benefits@du.edu](mailto:benefits@du.edu) and we can assist you with obtaining a MyRide Card.

## DU Beneplace Employee Discounts

DU is proud to offer our employees exclusive discounts and offers on a number of products and services through [DU Beneplace](#). As we head into the new academic year, here are just a few offers that can help you get ready for fall 2023:

Need some new tech for back to school?

- Up to 72% off sitewide with Lenovo
- Preferred pricing for employees for Apple products
- Up to 30% off on Dell PCs and tablets
- 10% off all refurbished tech from decluttr

Looking for healthy and convenient meal options?

- Get 75% off with free shipping on your first box + 15% off for 51 weeks from EveryPlate
- Get 50% off your first 4 boxes from HomeChef

Trying to squeeze in some end-of-summer fun?

- Save up to 40% on movie tickets for films like “Barbie” and “Oppenheimer”
- Up to 12% off on Colorado Rockies tickets

Discount details and more exclusive offers can be found at [DU Beneplace](#), so check it out and get saving!

***The Bridge connects faculty and staff to all campus happenings, all the time.***

***Do you have an announcement, opportunity, survey or event to promote to DU faculty/staff?***

Use [our easy online form](#) to submit your news. Paid events and programs must include a DU faculty/staff discount. **A minimum lead time of two weeks pre-publication is required for consideration.**

**We want to hear from you!** Give us your feedback on The Bridge or suggest new content to consider using [our easy feedback form](#).

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