



**Human Resources &
Inclusive Community**
UNIVERSITY OF DENVER

HRIC Town Hall: Fall Updates

September 12, 2024



Agenda

- Open Enrollment for 2025 Benefits
- Benefits Fair & Resources
- Performance Management – Goal Setting
- Jobs@DU Best Practice and System Training
- Annual Legal Updates in October
- Self-Paced New Hire Orientations
- I-9 Processing Enhancements
- Crimson Classic
- Employee Fitness Classes
- Flu Shots
- HRIC Community Events
- HRIC Update – New Phone Numbers
- Virtual Town Halls
- Q&A

Benefits Open Enrollment

Passive Open Enrollment

- Monday, Oct. 21 through Monday, Nov. 1
- To align with Jan 1 to Dec. 31 calendar year
- To align with calendar year accumulators
- Participation required for the following only:
 - New enrollments
 - Making changes to current enrollments
 - Flexible Spending Accounts
- More information provided in the coming weeks

Benefits Fair

Event Details:

- Date: Monday, October 28, 2024
 - Time: 10:00am – 2:00pm
 - Location: Room 1700 in Community Commons
 - Address: 2055 E Evans Ave, Denver, CO 80210
- Please join us for our Annual Benefits Fair! Meet with Cigna Representatives, Kaiser Permanente Representatives, TIAA, Delta Dental, and our other benefit vendors. They are here to provide information to us and answer any of our questions.
 - We will also have onsite chair massage sign-ups, refreshments, and giveaways.
 - We look forward to seeing you there!

Benefits Resources

Meet one-on-one about your benefits

- In-person or virtual appointments with a benefits specialist can be made Monday through Thursday, 10 a.m. to 2 p.m. Contact benefits@du.edu.
- Phone: 303-871-7420 Option 3
- Address: 2199 S. University Blvd, Denver, CO 80208
- Location: Mary Reed Building, 4th Floor

2024-2025 Performance Management

- Benefited staff received 24/25 **Performance Planning** task on August 1
- For the April 1, 2024 – March 31, 2025, performance cycle, we've streamlined the process to focus on two key sections: **Add Job Goals and Objectives** and Review **the Competencies**
- Employees can also continue to create and track Personal Development Plans in Talent@DU by navigating to the “Personal Development Plans” link in the Employee Tools section

Three steps in Talent@DU:


1. Employee enters job goals and objectives (18 days)
2. Manager reviews, discusses, and approves (18 days)
3. The task returns to the employee for final sign-off (6 days)


Due dates are dynamic

Talent Acquisition & Development (TAD) Trainings



Motivating and Engaging Your Team

 Tue, Sep 17, 2024
9 AM – 10:15 AM


 Online Event

[Training/Workshop](#) [Career Development](#) [Leadership](#) [Wellness](#)

[Edit Event Tags](#)



Feedback Fusion: Crafting Constructive Conversations

 Wed, Sep 18, 2024
10 AM – 11 AM


 Online Event

[Training/Workshop](#) [Career Development](#) [Leadership](#) [Learning New Things](#)

[Edit Event Tags](#)



Empowering Your Work: Collaborating with AI

 Tue, Sep 24, 2024
9 AM – 10 AM

 Online Event


 Zoom link


[Training/Workshop](#) [Career Development](#) [Creativity](#) [Leadership](#)
[Learning New Things](#) [Technology](#)

[Edit Event Tags](#)



Optimizing Search Processes: Navigating PageUp and Cultivating Inclusive Practices

 Wed, Sep 25, 2024
1 PM – 3:30 PM

 Private Location (register to display)

[Training/Workshop](#) [Business](#) [Career Development](#) [Leadership](#)
[Learning New Things](#)

[Edit Event Tags](#)

Annual Legal Trends Update



Collaboration between Enterprise Risk Management,
Office of General Counsel, and Human Resources &
Inclusive Community.

Date: October 9th, 2024

Modality: Hybrid

In-Person at Anderson Academic Commons, Room #290
Or via Zoom.

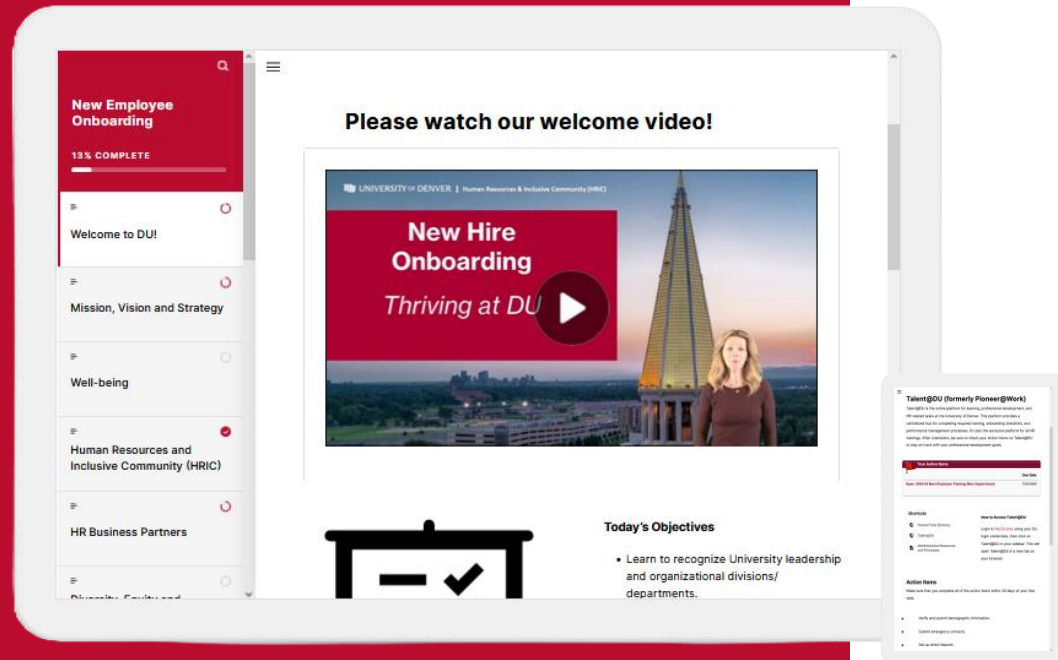
Times: 9am-11am or 1pm-3pm.

Audience: Supervisors

Both sessions will include the same content. Choose the session that works best for your schedule. Can't attend? Register and receive the recorded materials.

Please register via Crimson Connect regardless of modality (DU SSO).

Self-Paced New Hire Orientation



In response to the growing demand from our staff and faculty community, we've developed a self-paced new hire orientation program designed to provide a flexible and accessible onboarding experience.

- An asynchronous self-paced experience to fit the dynamic schedules and learning styles of our employees.
- Access to New Hire Onboarding Guides, checklists, DU acronyms, campus maps, resources and more.
- Introduction to the five strategic imperatives and DU culture.
- With digital accessibility in mind.

This is a strategic partnership between HRIC, DEI, IT, Campus Safety, ADA / EOE, UFS, Ritchie Center for Sports & Wellness, and other departments.

I-9 Process Enhancements

1. Fall Office Hours: Monday - Wednesday 10am-2pm
2. We now offer a few flexible options to make the I-9 process easier with verification for Section 2!
 - We will still offer walk in hours
 - Managers can verify documents for Section 2 if they choose to do so.
 - For a third option, we now offer remote options for verifications.
 - Employees can make appointments to complete the verification process remotely. They may choose either Monday or Wednesday for virtual appointments.
 - For those employees that are out of compliance a week or more, we will offer them the opportunity to do their remote verification on Thursdays.
 - Monday Virtual Appointments:
<https://calendly.com/kaylyn-sanderson-du>
 - Wednesday Virtual Appointments:
<https://calendly.com/jennifer-taylor9-du>

Remote I-9 Scheduling



**DU Remote I-9 Verification
Scheduling - Mondays**



<https://calendly.com/kaylyn-sanderson-du>



**DU Remote I-9 Scheduling -
Wednesdays**



<https://calendly.com/jennifer-taylor9-du>

2024 Crimson Classic 5k

1pm: Registration

2pm: Music + Stretching

3pm: Race Begins!



Use the QR code to sign up today!

The University of Denver's 12th Annual Crimson Classic 5K Run/1.5 Mile Walk
Friday, October 18, 2024, Carnegie Green Lawn at 3pm.

This is a free event! All participants who register will receive a 12th Annual Crimson Classic t-shirt. Let's kick off Homecoming weekend! [REGISTER HERE](#)

1:00pm	On-site Run Registration, T-shirt Pick-up, Bib Pickup
1:00pm – 2:00pm	Vendors, Sponsors, and Department Table Set-up
2:00pm	Music, Games, and Vendors
2:30pm – 2:45pm	Guided Stretching
2:50pm – 3:00pm	Announcements
3:00pm	Air Horn!! Run/Walk Begins!
3:00pm - 4:30pm	Racing, Music, Vendors, Games Pre and Post Race

FREE 6-Week Personal Training Runs! Come run with us to prepare!
Meet at the Coors Fitness Center Front Desk as a walk-up or [Register Online](#).

Faculty & Staff Runs
Starting September 11, 2024
Wednesday Mornings
7:15am - 8:15am

Student Weekly Runs:
Starting on September 12, 2024
Thursday Afternoons
4:00pm - 5:00pm

Free Employee Fitness Classes

Well@DU and
Ritchie Center for
Sports & Wellness

Free Employee Weekly Group Fitness Classes Begin Tuesday, September 10

Location: Summit Studio at the Ritchie Center for Sports & Wellness.

Please plan to check in at the Coors Fitness Center front desk when you arrive for class. *You do not have to be a Coors Fitness Center member to attend the below classes.*

Weekly group fitness classes - Exclusively for DU Faculty & Staff

Strength & Stretch - This balanced workout combines resistance training exercises with deep stretching techniques to help you build and tone muscles, while enhancing your range of motion.

Tuesdays, 4:30 p.m.

Yoga Fusion - Experience a unique blend of yoga styles in this dynamic class that integrates elements from various yoga traditions. This class is suitable for all levels.

Wednesdays, 11:45 a.m.

Mat Pilates - A focused and invigorating workout designed to strengthen your core, improve flexibility, and enhance overall body alignment.

Thursdays, 4:15 p.m.

Mindfulness/Meditation and Breath Work sessions

Explore a range of breathing and mindfulness techniques, guided meditation, and overall mind-body awareness in this introductory class. You'll leave feeling refreshed and relaxed. *These sessions can be completed in comfortable work clothes that allow you to sit and lie down, if you would prefer not to change.*

Tuesdays in September, beginning September 10, 11:30 a.m.

Sessions will be offered throughout the fall quarter, so you can consistently plan these classes into your weekly schedule. Following your first session, you'll be assigned a group fitness pass that will allow you to check in with your DU ID for each class. [MORE INFORMATION HERE](#)

Employee Onsite Flu Shots

Employee Onsite Flu Shot Clinics

We will host both Cigna and Kaiser Permanente to campus for Employee Flu Shots.

Who:

All DU Employees and their spouses/partners may receive a flu shot on campus. Cigna Members and Kaiser Permanente Members will receive a flu shot at no cost, as this is considered preventative care. Please bring your insurance cards.

When + Where:

Monday, October 28, 2024, Community Commons Room 1800
10:00am - 2:00pm

Tuesday, October 29, 2024, Community Commons Room 1800
11am - 5:00pm

Registration:

Information on how to register will be on the website, when provided by Cigna and Kaiser Permanente.

Website: <https://www.du.edu/human-resources/content/employee-flu-shots>



Story Mosaic Series: Centering Community

***NEW!* Story Mosaic Series: Storytelling Workshop**

- Date: Tuesday, October 8th
- Time: 12:00-1:00pm
- Location: Community Commons Room 3700

Story Mosaic Series: Fall Event

- Date: Wednesday, October 30th
- Time: 4:00pm-6:00pm
- Location: 4th story rooftop of Community Commons

A call for storytellers and registration will go out in mid-September. For any questions, or to join our committee please contact Cassy Zapotocky or Dr. Lauren Brassfield.

HRIC Update: New Phone Numbers

We have new phone numbers for each HRIC division to better serve our DU community. The number 303-871-7420 will no longer be the phone number for HRIC.

HRIC Divisions	Services	New Phone Number
Employment Services	<ul style="list-style-type: none">• I-9 Processing• Job Changes• Name & Address Changes• Employee Records	303-871-7993
Benefits Advocate Center (General Questions about Benefits and Insurance)	<ul style="list-style-type: none">• Benefits plan information, options, coverage and resources (English and Spanish available)• Insurance claim questions	833-355-8939
DU Benefits & Wellbeing (DU Specific Questions)	<ul style="list-style-type: none">• Benefits Enrollment & Changes• Leave Administration• EAP• Retirement• Wellbeing programs	303-871-2360
HR Partners	<ul style="list-style-type: none">• General Questions• Employee Policies and Concerns	303-871-7991
Talent Acquisition & Development	<ul style="list-style-type: none">• Jobs@DU• New Hire Orientation• Learning & Development• Performance Management	303-871-2979
Compensation	<ul style="list-style-type: none">• Salary Grades• Job Families• Compensation reviews	303-871-7946

HRIC Update: Virtual Town Halls

- The remainder of our HRIC town halls will be virtual for 2024-2025 academic year.
- Register on Crimson Connect

Questions?





HRIC Resources:

www.du.edu/human-resources

Additional questions please contact:

benefits@du.edu - Benefits & open enrollment questions

employmentservices@du.edu – I-9 processing, employment life cycle

askhrpartners@du.edu - General questions, policies or concerns

PerformanceManagement@du.edu - Performance management questions

learning@du.edu – Development and training programs

jobs@du.edu - Talent Acquisition and recruiting

Well@du.edu - Crimson Classic & Well-being programs

Communityplusvalues@du.edu - Information about community events



Thank you!

