

## **NEW HIRE PACKET CHECKLIST FOR STUDENT/WORK-STUDY EMPLOYEES**

### **INCOMPLETE/INCORRECT PACKETS WILL DELAY START DATE**

#### **Forms to be submitted AND APPROVED BEFORE checklist is completed**

- ☐ New Staff Member Information (HR-11) – \*Not included in this packet
- ☐ Background Check (HR-23) – \*Not included in this packet

#### **Forms to be sent to Courtney Errico ([courtney.errico@ccd.edu](mailto:courtney.errico@ccd.edu)) for approval**

- ☐ Work-Study Job Information Form (HR-41)
- ☐ Work-Study Student Contract (FA-23)
- ☐ Work-Study Position Description (FA-24) - \*Not included in this packet

#### **All other forms should be submitted directly to Human Resources**

- ☐ Employment Eligibility Verification (I-9) – \*Not included in this packet
  - o Attach copies of ID, please see page 9 of the Form I-9 for acceptable documents, for examples see Documents that Establish Identity (HR-35)
  - o A Social Security Card may be used for I-9 purposes. If other documentation is used for I-9 verification, we still require the Social Security Card for payroll purposes.
- ☐ Employee's Withholding Allowance Certificate (W-4) – \*Not included in this packet
- ☐ Employee's Authorization for Electronic Funds Transfer – Direct Deposit (HR-19)
  - o Attach a voided check or bank account–specific direct deposit slip
- ☐ Colorado Affirmation Form (HR-17)
- ☐ Code of Ethics Signature Page (HR-6)
- ☐ Confidentiality Agreement Signature Page (HR-7)
- ☐ Drug Free Campus Signature Page (HR-8)
- ☐ Statement Concerning Job Not Covered by Social Security (HR-21)
- ☐ Drug Free Workplace Signature Page (HR-9)
- ☐ Medicare Form (HR-18)
- ☐ TIAA-CREF Enrollment Verification
- ☐ Health Insurance Marketplace Coverage Notice

## Work-Study Job Information Form ☐ New ☐ Continuing S # \_\_\_\_\_

<b>Initiated By</b>		<b>Date</b>		<b>Employee Last Name, First Name</b>		<b>Date</b>	
<b>ORG Owner</b>		<b>Date</b>		<b>ORG Owner Signature</b>		<b>Date</b>	
<b>Division:</b>	<input type="checkbox"/> Administrative Services <input type="checkbox"/> Human Resources <input type="checkbox"/> Learning & Academic Affairs			<input type="checkbox"/> President's Office <input type="checkbox"/> Student & Enrollment Services			
<b>Department:</b>				<b>Phone 1:</b>		<b>Phone 2:</b>	
<b>Employee Title:</b>				<b>Fax:</b>			
<b>Campus:</b>		<b>Campus Box:</b>					
<b>Time Sheet Approver S#</b>							
<b>Timesheet Approver Name</b>							
<b>Office Location:</b>				<b>Banner FOAP:</b>			
<b>Pay Rate:</b>		<b>Award:</b>		<b>Begin Date:</b>		<b>End Date:</b>	

### Internal Use Only

**Position #:** \_\_\_\_\_

**Suffix:** \_\_\_\_\_

## Work-Study Student Contract

<b>Name:</b> _____		
First	M.I.	Last
<b>S#:</b> S _____	<b>Phone #:</b> _____	
<b>Email:</b> _____ <b>@student.cccs.edu</b>		
Your official CCD email account is the only email CCD will accept for correspondence.		
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>		
<b><u>I have read and understand this contract. I agree to the terms of this contract.</u></b>		
<b>Student:</b> _____		
Print Name	Signature	Date

- Student employees are employees of CCD and are expected to represent CCD at all times. Student employees are held to all employee policies and the CCD Student Code of Conduct. Violations of one and/or both could result in termination.
- Student employees must be enrolled and attending a minimum of 6 credit hours. If student employees drop below 6 hours, the employment will be terminated immediately. Money earned while not enrolled at 6 hours must be paid at 100% by the department.
- Student employees must maintain Satisfactory Academic Progress as outlined by CCD's policy. If the employee does not, he/she will not be eligible for work-study.
- Work hours will be established each semester and student employees will be expected to be "on the job" during the agreed upon times. In case of illness, student employees are expected to notify his/her supervisor when they cannot make their scheduled shift. Changes in scheduled shifts must be made a minimum of one week in advance.
- Student employees may not work hours that conflict with his/her class schedule. If a student employee is working when the student is required to be in class, his/her employment will be terminated immediately.
- Student employees should dress appropriately for an office setting. This includes neat, clean clothes. No shorts, low cut necklines, sheer clothing, bare midriffs or tee shirts with offensive text. If the attire is inappropriate, the student employee will be asked to go home and change.
- Student employees may not exceed 20 hours in one week during the semester and are not eligible for overtime.
- If the student cannot make the scheduled shift for any reason, the student must contact his/her supervisor. No call, no show is unacceptable. This will result in termination.
- If a student works more than 5 consecutive hours the student employee is required to take a 30 minute lunch break. Student employees may not work more than 8 hours in a day.
- Student employees will be responsible for completing time sheets and submitting to your supervisor. Time sheets must be submitted to his/her supervisor by the published deadline. Time sheets submitted late will result in a two week delay in pay.
- Computers are to be used for work only. They are not for surfing the web. Students visiting inappropriate web sites will be terminated immediately.
- If the student employee takes out student loans, this will take away from available work-study hours.
- It is expected that student employees will be kind and courteous towards all coworkers. If the work-study student has a conflict, please attempt to work it out. Only involve a supervisor if the conflict cannot be solved.
- This contract must be renewed at the beginning of every year. Previous employment, does not guarantee employment for the next semester.
- Student employees may have only one work-study position at a time. If a student voluntarily leaves a position during the semester the student is only eligible for rehire during the semester if documented extenuating circumstances exist. This will be evaluated on a case by case basis.
- If a work-study student has a conflict or feels threatened by his/her supervisor, the student is encouraged to contact the Financial Aid Office or Human Resources department to resolve the conflict.
- Student employees are not eligible for unemployment compensation.
- I have received a copy of the Work-Study Student Handbook and agree to follow the policies and procedures in the handbook. I understand that violation of the policies and procedures could result in immediate termination.

**Work-Study Supervisor:** \_\_\_\_\_

Print Name	Signature	Date
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## Employee's Authorization for Electronic Funds Transfer

**Name:** \_\_\_\_\_  
First M.I. Last  
**S#:** S \_\_\_\_\_ **Phone #:** \_\_\_\_\_

☐ CPPS – Payroll Only      ☐ COFRS – Employee Reimbursement (Travel – etc.)      ☐ CPPS & CONFRS - Both

Additional Information

Account Type
<input type="checkbox"/> Savings Account <input type="checkbox"/> Checking Account
Account Number (From Check)

**Attach Voided Check Here**

It is the employee's responsibility to notify CCD Human Resources promptly of any changes to banking information that will impact direct deposit. Failure to notify HR may result in a delay of your paycheck. To report any changes to your banking account, please submit this completed form to Human Resources, Administration Building, 1201 5<sup>th</sup> Street, Suite 310 Denver, CO 80204 or fax to 303-352-3029.

I hereby authorize my employer to initiate electronic funds transfer (EFT) deposit, and if necessary, to reverse any incorrect EFT deposit made in error to my bank account indicated above.

EFT deposits cannot be adjusted for an individual school. I understand that by submitting this form I will effectively change all direct deposits within the Colorado Community College System.

**Employee:** \_\_\_\_\_  
Print Name Signature Date



Revision Date: 09/01/14

Expiration Date: 10/01/17

## **Colorado Affirmation Form Instructions** **Employment Verification Law, § 8-2-122, C.R.S.**

### **Overview of the Colorado Employment Verification Law**

The employment verification law applies to all public and private employers in Colorado, and is in addition to separate federal Form I-9 requirements. Employers must comply with the provisions of the law for all Colorado employees hired on or after January 1, 2007. There are two main requirements, both of which must occur within 20 calendar days of hire: (1) an affirmation requirement, and (2) a requirement to make and retain copies of employee identity and employment authorization documentation (copies of the employee's identity and employment authorization documents which were presented for completion of the [Form I-9](#)). Visit [www.colorado.gov/cdle/evr](http://www.colorado.gov/cdle/evr) for more information.

### **Completion of the Affirmation Form**

1. The attached affirmation form is designed for use by Colorado employers. By signing the form, the employer affirms to all four of the employment eligibility components for the employee listed.
2. The employer must have completed an affirmation form for all Colorado employees hired on or after January 1, 2007.
3. Effective October 1, 2014, Colorado employers must use the Division affirmation form with a revision date of 09/01/14.
  - a. The 09/01/14 version of the form must be used for all Colorado employees hired between October 1, 2014 and October 1, 2017.
  - b. The 09/01/14 version of the form cannot be used for Colorado employees hired prior to September 1, 2014.
4. The form must be completed within 20 calendar days after hiring each employee. Review the information below if you have not adhered to this requirement.
5. The employer, not the employee, is responsible for filling out and completing the form in a timely fashion. The form may be completed by the employer's designee or representative.
6. The following items on the form must be legibly completed by the employer. The employer may not leave any of these items blank or incomplete:
  - a. Employee name and date of hire (Month/Day/Year).
  - b. Employer name, signature, and date of employer signature (Month/Day/Year).

## **Retention of the Affirmation Form**

Forms must be retained by the employer for the duration of the employee's employment. The employer must produce copies of the form to the Colorado Division of Labor upon request, but does not have to submit forms absent a request.

## **Failure to Properly Complete the Affirmation Form or Work Eligibility Documentation Requirements**

The employer must provide accurate and complete information on the form. Provision of false or fraudulent information on the form may subject the employer to a significant fine and/or additional penalties.

If the employer has not properly completed the affirmation form within 20 calendar days of hiring the employee, or the employer has not made and retained copies of employee identity and employment authorization documentation within 20 calendar days of hiring the employee:

1. **DO NOT** complete an affirmation form for the affected employee(s). The employer cannot complete a valid form once the 20 calendar days have elapsed since hire.
2. **DO NOT** backdate or otherwise enter incorrect information onto the form for the affected employee(s). The employer must not enter false or fraudulent information onto the form.
3. **DO NOT** attempt to make and retain copies of employee identity and employment authorization documentation if you did not comply with this requirement within 20 calendar days of hiring the employee. Seeking such documentation after the 20 calendar days have elapsed does not comply with Colorado law, and may also violate separate federal immigration laws.

**DO** comply with the employment verification law for all new hires going forward. The employer must: (1) properly complete affirmations, and (2) make and retain copies of employee identity and employment authorization documentation, within 20 calendar days of hire for all employees hired after the discovery of the historical noncompliance.

Following the steps above, and engaging in other appropriate compliance actions, may reduce the likelihood of a fine, or may mitigate the value of a fine, depending upon the circumstances. Consult with an attorney for legal advice.



Revision Date: 09/01/14  
Expiration Date: 10/01/17

**Affirmation of Legal Work Status**

Pursuant to § 8-2-122, Colorado Revised Statutes

Employee Name: \_\_\_\_\_  
Last First Middle Date of Birth

Social Security Number: \_\_\_\_\_ Date of Hire: \_\_\_\_\_(MM/DD/YYYY)

In accordance with § 8-2-122, C.R.S., within 20 calendar days after hiring the new employee listed above,

**I affirm all four of the following by signing this form:**

1. I have examined the legal work status of the above named employee.
2. I have retained file copies of the documents required by 8 U.S.C. sec. 1324a.
3. I have not altered or falsified the employee's identification documents.
4. I have not knowingly hired an unauthorized alien.

\_\_\_\_\_  
Print Name of Employer (or Designated Representative) Official Title

\_\_\_\_\_  
Signature of Employer (or Designated Representative) \_\_\_\_\_(MM/DD/YYYY)  
Date Signed by Employer

\_\_\_\_\_  
Business or Organization Name Employer Phone Number

The provision of false or fraudulent information on this form may subject the employer to a significant fine and/or additional penalties.

This form and the documents required by 8 U.S.C. sec. 1324 (copies or electronic copies) will be retained for the duration of the above named individual's employment.

§ 8-2-122(2), C.R.S.: On and after January 1, 2007, within twenty days after hiring a new employee, each employer in Colorado shall affirm that the employer has examined the legal work status of such newly-hired employee and has retained file copies of the documents required by 8 U.S.C. sec. 1324a; that the employer has not altered or falsified the employee's identification documents; and that the employer has not knowingly hired an unauthorized alien. The employer shall keep a written or electronic copy of the affirmation, and of the documents required by 8 U.S.C. sec. 1324a, for the term of employment of each employee.

## Code of Ethics

The State Board recognizes that employment within the Colorado Community College System should not bestow preferential benefit on anyone related to an employee by family, business, or social relationship. Immediate family is defined as spouse; children, stepchildren and their spouses; brothers and brothers-in-law; sisters and sisters-in-law; parents and parents-in-law; grandparents and grandparents-in-law; grandchildren and their spouses; and members of the immediate household. Disclosure of any possible preferential benefit circumstance must be made immediately to the president for evaluation and determination.

Faculty and staff of CCD will demonstrate the highest standards of personal integrity and will, through their conduct, inspire public confidence and trust. Confidential information acquired by virtue of employment with CCD will not be used for private gain.

State time, property, equipment, or supplies will not be used for personal or financial gain. Computers, telephones, fax machines and all other office equipment/supplies belong to the state and are not for personal use.

CCD employees will comply with the Electronics Communication policy, Board Policy 3-125. Employee e-mails are public record.

No employee will accept money or anything of monetary value where such acceptance may result in loss of independence and impartiality in the discharge of the employee in public duties.

Faculty and staff who separate or retire from CCD are not eligible to serve as a self-employed consultant to the college until six months following separation/retirement. Faculty and staff who separate or retire from CCD may serve a 110-day/year contract through PERA after a 30-day wait-out period.

Use of Pro-cards for purposes other than those specified by the state and CCD Administration is prohibited. Pro-cards are not for personal purchases of any type.

Employees will not engage in outside employment that interferes with the performance of the duties of their position with CCD. Situations in which job performance appears to diminish will be reported immediately to the president for evaluation and determination.

Employees will not knowingly engage in any activity or business that creates a conflict of interest or adversely affects public confidence in the integrity of CCD.

CCD employees are stewards of the public trust. In their positions, they are under an affirmative obligation to carry out their duties with honesty, integrity and openness. When corruption exists, it will be reported immediately to the president.

Faculty and staff are prohibited from developing relationships with students that result in unfair gain, or create adverse circumstances for the student.

CCD has a zero tolerance policy on sexual harassment of students, faculty, and staff. Any verbal or written allegations must be immediately reported to the Executive Director of Human Resources.

Supervisors have an affirmative obligation to submit any allegations of sexual harassment immediately.

CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in its educational programs or activities.

To ensure that these guidelines are understood, they will be disseminated to all faculty and staff on a regular basis, and Human Resources will conduct periodic training sessions for employees.



# Code of Ethics

## Affirmation Form

This is to acknowledge that I have received a copy of the *Code of Ethics Policy*. I also understand that if I have any questions regarding the policy, I am to contact Human Resources at 303-352-3000.

**Employee:** \_\_\_\_\_  
Print Name Signature Date

## Confidentiality Agreement

I understand that in the course of my employment with the Community College of Denver (CCD) I will receive or become aware of student or business information that is of a sensitive or confidential nature. This information may be written, electronic, or oral and come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary for me to complete my job responsibilities. I acknowledge that I must protect all sensitive or confidential information.

**It is the policy of Community College of Denver that all:**

- **student information and FERPA requests** be forwarded to Enrollment Services
- **open-records requests** be forwarded to Human Resources. *Note: these requests may have compliance deadlines.*
- **employment-related disclosure requests** be forwarded to Human Resources
- **media requests** be referred to Institutional Advancement

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except those who legally have reason to acquire the information. I immediately will notify my supervisor of all such requests.

If I willfully and knowingly disclose such information in any manner to any person or agency not entitled to receive the information, I understand that I may be subject to corrective or disciplinary action, including termination, or, in some cases, personal liability.

I acknowledge that I have read, understand and will adhere to the Community College of Denver's requirements with respect to sensitive or confidential information.

**Employee:** \_\_\_\_\_  
Print Name Signature Date

## **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

The following information is provided to you in compliance with federal law. Should you have questions or require further information about policies, health risks, legal sanctions, or treatment programs relating to illicit drugs and alcohol, please contact your personnel office, counseling center, or health services.

### **COMMUNITY COLLEGE OF DENVER POLICY PROHIBITING THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY EMPLOYEES**

- I. **STANDARDS OF CONDUCT:** The Community College of Denver hereby prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees on the property or as part of the activities of the college.
- II. **DISCIPLINARY SANCTIONS:** Employees who violate the foregoing standards of conduct shall be subject to disciplinary sanctions which may include, without limitation, completion of an appropriate rehabilitation program, reprimand, probation, correction action, demotion, reassignment with or without salary adjustment, suspension with or without pay, and termination. Disciplinary sanctions shall be consistent with local, state and federal law and shall be administered in accordance with state personnel system rules and procedures and policies or State Board or Community College of Denver policies. In addition to the foregoing disciplinary sanction, violations may be reported to law enforcement authorities for criminal prosecution.
- III. **DEFINITIONS:**
  - a. "Illicit drugs" shall mean controlled substances listed in Schedules I-V of the Controlled Substances Act, 21 U.S.C. 812, and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. "Illicit drugs" shall include controlled substance analogs as defined by federal and state law.
  - b. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
  - c. "Property" shall mean any property owned leased, chartered or occupied by the College including motor vehicles, boats and aircraft.
  - d. "Activities" shall mean any act or event sponsored or participated in by the College including their constituent administrative units and approved student organizations. Without limitation, "activities" shall include all athletic events, faculty, staff and students meetings, conferences, field trips, retreats and all other acts or events for which the College pays expenses, or provides facilities, services, supplies or transportation. "Activities" shall not include incidental work-or study-related activities which employees perform in their personal, off-campus residences or purely social events which are held off-campus and are organized or attended by employees solely in their personal capacities.
- IV. **IMPLEMENTATION:** The College shall implement drug and alcohol abuse prevention programs which, at a minimum, meet the requirements of the Drug-Free Schools and Communities Act of 1989, 20 U.S.C.
- V. This policy is supplemental to and does not supersede or repeal other related State Board or College policies including the Colorado Drug-Free Workplace Policy.

## **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

- VI. Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse.  
Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace or state-owned vehicle by employees of the Community College of Denver is prohibited.

As a term of her or his employment every employee shall:

1. Abide by the terms of this Policy Statement; and
2. Notify the appropriate personnel officer of any criminal drug statute conviction for a violation occurring in the workplace or a state-owned vehicle no later than 5 days after such conviction.

Any employee who violates the provisions of the Policy Statement shall be subjected to appropriate disciplinary action which may include termination.

**This policy prohibits you from using, possessing, distribution, dispensing or manufacturing a controlled substance in your workplace or in a state-owned vehicle.** "Controlled substances" means drugs and substances listed in Schedules I-V of the controlled substances act, 21 U.S.C. 812 and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. For purposes of the policy "controlled substances" includes controlled substance analogs as defined by federal and state law. (State and federal controlled substance schedules are available for inspection in your college personnel office.) "Employees" include professional personnel, classified staff and students employees in state or federal work-study jobs.

**You have agreed to abide by this policy as a term of your employment. If you violate this policy by unlawfully using, possessing, distributing, dispensing or manufacturing a controlled substance in the workplace or in a state-owned vehicle, you will be subject to appropriate disciplinary action which may include termination of your employment.**

**REPORTING CONVICTIONS. If you are found guilty of, plead no contest to or are sentenced for violating a state or federal criminal drug statute in the workplace or in a state-owned vehicle, you must report your conviction to the college personnel office within 5 days.**

If you fail to report a conviction for a criminal drug offense occurring in the workplace, you will be subject to appropriate disciplinary action which may include termination of your employment. If you are convicted of a criminal drug offense occurring in the workplace or in a state-owned vehicle, you will be subject to appropriate disciplinary action which may include termination of your employment or, if warranted, satisfactory participation in a drug abuse assistance or rehabilitation program.

### **AVAILABLE DRUG COUNSELING, REHABILITATION AND EMPLOYEE ASSISTANCE PROGRAMS.**

Drug counseling, rehabilitation and assistance programs in our communities are listed elsewhere in this publication. As state employees, you may wish to contact the Colorado State Employees Assistance Program (C-SEAP) for counseling or additional information. C-SEAP handles all inquiries/requests confidentially. Denver-area employees should call C-SEAP at 303-866-4314.

# **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

## **Resource Directory: Drug and Alcohol Treatment Programs:**

Drug or alcohol counseling, treatment, rehabilitation or re-entry programs are available to employees through the following resources:

### For Information Only:

Bethesda PsychHealth System  
(303) 756-1123 (24 hours)

### Treatment Centers:

Adams Community Mental Health Center  
(303) 287-8001 (24 hours)

Denver Mental Health Corporation  
(303) 377-1665

Arapahoe Mental Health Center  
(303) 761-0620

Jefferson County Mental Health Center  
(303) 425-0300 (24 hours)

Boulder County Mental Health Center  
(303) 447-1665 (24 hours)

Colorado state Employees Assistance Program  
(303) 866-4314

# **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

## **LOCAL, STATE AND FEDERAL LEGAL SANCTION FOR THE UNLAWFUL USE, POSSESSION AND DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL** (Employees must assume responsibility for reviewing a more precise language on sanctions.)

This is a brief summary of some of the principal, local, state and federal criminal sanctions for the unlawful use, possession and distribution of illicit drugs and alcohol. It is neither comprehensive nor exhaustive. For a detailed description of these and other drug and alcohol-related sanction, you should refer to local codes of ordinances, titles 12 and 18 of the Colorado Revised Statutes, titles 18 and 21 of the United States Code and related administrative regulations. State and federal controlled substance schedules are available for inspection in the college personnel and student affairs offices.

### **I. USE, POSSESSION AND DISTRIBUTION OF ILLICIT DRUGS**

#### **A. Local Legal Sanctions**

##### **1. Denver**

Denver Code of Ordinances section 38-72 prohibits persons under the influence of narcotic drugs, stimulant or depressant from being on any street or other public place or from being turbulent, violent menacing or disorderly in any private house or place to such an extent as to jeopardize persons or property or to menace the public peace or safety. Code section 38-17 prohibits the unauthorized possession of hypodermic needles, syringes or similar devices. Code section 38-174 prohibits intoxication by and the use, possession, purchase, sale or gift of substances releasing toxic vapors (e.g., glue, organic solvents, etc.) under circumstances in which the offender intends or has reason to believe that the substance is being or will be used to cause a condition of euphoria, excitement, exhilaration or dulled senses.

#### **B. State Legal Sanctions**

##### **1. UNLAWFUL USE OF CONTROLLED SUBSTANCES OTHER THAN MARIJUANA OR MARIJUANA CONCENTRATE.**

Section 18-18-104, C.R.S. makes it unlawful for a person to use a controlled substance listed in Schedules I-V of part 3 of article 22 of title 12 of the Colorado Revised Statutes or a controlled substance analog except when it is dispensed by or under the direction of a person licensed or authorized by law to prescribe, administer or dispense the controlled substance for bona fide medical needs. The penalties are:

- a. If the controlled substance is listed in Schedules I or II (e.g., heroin, morphine, opium, codeine, LSD, mescaline, psilocybin, THC, PCP, cocaine, amphetamines, methaqualone, secobarbital); 1 – 4 years imprisonment and/or a \$1,000 - \$100,000 fine.
- b. If the controlled substance is listed in Schedules III-V (e.g., many prescription stimulants, depressants narcotics, pain-killers and tranquilizers); 6 months – 2 years imprisonment and/or a \$500 - \$5,000 fine.

##### **2. UNLAWFUL POSSESSION, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES OTHER THAN MARIJUANA OR MARIJUANA CONCENTRATE.**

Section 18-18-105, C.R.S. makes it unlawful for a person knowingly to possess, to sell or to distribute, with or without compensation, a controlled substance listed in Schedules I-V or a controlled substance analog. The penalties are:

- a. If the controlled substance is listed in Schedules I or II; 4 – 6 years imprisonment and/or a \$3,000 - \$750,000 fine.
- b. If a controlled substance is listed in Schedule III; 2 – 8 years imprisonment and/or a \$2,000 - \$500,000 fine.
- c. If the controlled substance is listed in Schedule IV; 1 – 4 years imprisonment and/or a \$1,000 - \$100,000 fine.

## Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

- d. If the controlled substance is listed in Schedule V; 6 months – 2 years imprisonment and/or a \$500 - \$5,000 fine.
- e. If the offense involves the sale or distribution, with or without compensation, or possession with intent to sell or distribute 28 or more grams of any substance which contains cocaine, a minimum penalty of 4 years imprisonment and a \$3,000 fine is mandatory; the offender is not eligible for probation or a suspended sentence.
- f. Repeat offenders will be sentenced to substantially longer prison terms and/or larger fines.

### 3. OFFENSES RELATING TO MARIJUANA AND MARIJUANA CONCENTRATE.

Under section 18-18-106, C.R.S:

- a. Possession, use or distribution with compensation of not more than 1 ounce of marijuana may be punished by a fine of not more than \$100.
- b. Open and public display or use of not more than 1 ounce of marijuana may be punished, at a minimum, by a fine of not less than \$100 and, at a maximum, by a fine of not more than \$100 and 15 days imprisonment,
- c. Possession or use of more than 1 ounce but less than 8 ounces of marijuana may be punished by 6 months – 2 years imprisonment and /or a \$500 - \$5,000 fine.
- d. Possession or use of 8 or more ounces of marijuana may be punished by 1 – 4 years imprisonment and/or a \$1,000 - \$100,000 fine.
- e. Possession or use of any amount of marijuana concentrate (e.g., hashish) may be punished by 1 – 4 years imprisonment and/or a \$1,000 - \$100,000 fine.
- f. Except as described elsewhere in this paragraph, a person who knowingly sells or distributes, with or without compensation, or possesses with intent to sell or distribute, with or without compensation, marijuana or marijuana concentrate may be punished by 2 – 8 years imprisonment and/or a \$2,000 - \$500,00 fine.
- g. A person 18 years of age or older who distributes more than 1 ounce of marijuana, for compensation, to another person under 18 but at least 15 years of age, or any amount of marijuana, with or without compensation, to another person under the age of 15, or who distributes any amount of marijuana concentrate, with or without compensation, to another person under the age of 18, may be punished by a fine of at least \$2,000 in addition to 2 – 8 years imprisonment and/or a \$2,000 - \$5,000 fine.
- h. Repeat offenders will be sentenced to substantially longer prison terms and/or larger fines.

### 4. OTHER STATE LEGAL SANCTIONS RELATED TO THE USE, POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS.

In addition to the sanctions described above, other sanctions may be incurred as a result of the use, possession, or distribution of illicit drugs. These include, but are not limited to:

- a. **Special Offender Designation:** If a felony drug offense involves or is accompanied by aggravating circumstances, the person convicted of the felony may be designated as a special offender and sentenced to more than 24 but not more than 48 years imprisonment. These aggravating circumstances include: (i) 2 or more prior convictions for the sale or distribution of controlled substances which were punishable by imprisonment in excess of 1 year; (ii) introducing or importing any Schedule I or II controlled substance into the State of Colorado; or (iii) possessing, selling, distributing, or importing more than 100 pounds of marijuana into the State of Colorado.
- b. **Confiscation of Property:** Personal property contained in a building which is used for unlawful, drug-related activities and personal property, including vehicles and currency, which are used in connection with or constitute

## Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

proceeds of unlawful drug-related activities may be confiscated and sold by the state. See parts 3 and 5 of article 13 of title 16 of the Colorado Revised Statutes.

- c. **Miscellaneous:** Persons convicted of felony drug offenses may be ineligible to pursue certain careers such as law or medicine.

### C. Federal Legal Sanctions

#### 1. UNLAWFUL POSSESSION OF CONTROLLED SUBSTANCES

21 U.S.C. section 844a prohibits the knowing and intentional possession of a controlled substance listed in Schedules I-V of section 812 of the United States Code (as modified from time to time by federal administrative rules and regulations) or a controlled substance analog unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner while acting in the course of his professional practice. The penalties are:

- a. Imprisonment for not more than 1 year, a fine of \$1,000 - \$100,000 or both;
- b. If the offense involves more than 5 grams of a substance containing cocaine base (crack); Mandatory imprisonment for 5 to 20 years of a fine of \$250,000 or both. Repeat offenders will be sentenced to the same terms of imprisonment and fines for possession of as little as 1 gram of crack.
- c. Minimum sentences imposed for the possession of controlled substance may also be suspended or deferred.
- d. Offenders convicted of possession of a controlled substance may also be fined the reasonable costs of investigating and prosecuting the offense.
- e. Repeat offenders will be sentenced to substantially longer prison terms and/or larger fines.
- f. Under 21 U.S.C. section 844a, a person who knowingly possesses a "personal use amount" of a controlled substance is liable to the United States for a civil penalty of \$10,000 for each violation.

#### 2. UNLAWFUL DISTRIBUTION OF CONTROLLED SUBSTANCES.

21 U.S.C. section 841 provides that it is unlawful for any person knowingly or intentionally to distribute or possess with intent to distribute a controlled substance listed in Schedules I-V of section 812 of the United States Code (as modified from time to time by federal administrative rules and regulation) or a controlled substance analog. "Distribute" means any actual or attempted transfer of a controlled substance. Violations of 21 U.S.C. section 841 are punished as follows:

##### a. For offenses involving:

- i) 1 kg. Or more of a substance containing a detectable amount of heroin; or
- ii) 5 kg. Or more of a substance containing a detectable amount of coca leaves, cocaine, or ecgonine; or
- iii) 50 grams or more of a substance containing crack; or
- iv) 100 grams or more of phencyclidine (PCP) or 1 kg. or more of a substance containing a detectable amount of PCP; or
- v) 10 grams or more of substance containing a detectable amount of N-phenyl-N-(1,2-phenylethyl)-4-(piperidinyl) propanamide (Fentanyl) or 100 grams or more of a substance containing a detectable amount of any analog of Fentanyl; or
- vi) 1,000 kg. or more of a substance containing a detectable amount of marijuana (including hashish and other marijuana derivatives) or 1,000 or more marijuana plants regardless of weight; or
- vii) 100 grams or more of methamphetamine or 1 kg. or more of a substance containing a detectable amount of methamphetamine;



## **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

### **The penalties are:**

- i) 10 years to life imprisonment, a fine of not more than \$4,000,000, or both; or
- ii) If death or serious bodily injury results from the use of the substance; 20 years to life imprisonment, a fine of not more than \$4,000,000 or both. Offenders are not eligible for suspended sentences or probation nor are they eligible for parole during the terms of imprisonment to which they are sentenced. Repeat offenders will be sentenced to substantially longer prison terms (which may include mandatory life imprisonment without release) and larger fines.

### **b. For offenses involving:**

- i) 100 grams or more of a substance containing a detectable amount of heroin; or
- ii) 500 grams or more of a substances containing a detectable amount of coca leaves, cocaine , or ecgonine; or
- iii) 5 grams or more of a substance containing crack; or
- iv) 10 grams or more of PCP or 100 grams or more of a substance containing a detectable amount of PCP; or
- v) 1 gram or more of a substance containing a detectable amount of LSD; or
- vi) 40 grams or more of a substance containing a detectable amount of Fentanyl or 10 grams or more of a substance containing detectable amount of any Fentanyl; or
- vii) 100 kg. or more of a substance containing a detectable amount of marijuana (including hashish and other marijuana derivatives) or 1,000 or more marijuana plants regardless of weight; or
- viii) 100 grams or more of methamphetamine or 1 kg. or more of a substance containing a detectable amount of methamphetamine;

### **The penalties are:**

- i) 5 to 40 years imprisonment, a fine of not more than \$2,000,000, or both; or
- ii) If death or serious bodily injury results from the use of the substance; 20 years to life imprisonment, a fine of not more than \$2,000,000 or both. Offenders are not eligible for suspended sentences or probation nor are they eligible for parole during the terms of imprisonment to which they are sentenced. Repeat offenders will be sentenced to substantially longer prison terms (which may include mandatory life imprisonment) and larger fines.

### **c. For other offenses involving Schedule I or II controlled substances (including marijuana but excepting certain marijuana-related offenses) the penalties are:**

- i) Imprisonment for not more than 20 years, a fine of not more than \$1,000,000 or both; or
- ii) If death or serious bodily injury results from the use of the substance; 20 years to life imprisonment, fine of \$1,000,000 or both. Offenders who are sentenced to mandatory imprisonment because the use of the substance resulted in death or serious bodily injury are not eligible for suspended sentences or probation, nor are they eligible for parole during the term of imprisonment to which they are sentenced. Repeat offenders will be sentenced to substantially longer prison terms (which may include mandatory life imprisonment) and larger fines.

## **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

- d. **For offenses involving Schedule III controlled substances, less than 50 kg. or marijuana, less than 50 marijuana plants regardless of weight, less than 10 kg. of hashish, and less than 1 kg. of hashish oil, the penalty is:** Imprisonment of not more than 5 years, a fine of not more than \$250,000, or both. Repeat offenders will be sentenced to substantially longer prison terms and larger fines.
- e. **For offenses involving Schedule IV controlled substances, the penalty is:** Imprisonment for not more than 3 years, a fine of not more than \$100,000, or both. Repeat offenders will be sentenced to substantially longer prison terms and larger fines.
- f. **For offenses involving Schedule V controlled substances, the penalty is:** Imprisonment of not more than 1 year, a fine of not more than \$100,000, or both.
- g. **For offenses involving small amounts of marijuana (including hashish and other marijuana derivatives), distributed without compensation, the penalty is:** Imprisonment for not more than 1 year, a minimum fine of \$1,000, or both. Offenders may also be fined the reasonable cost of investigating and prosecuting the offense. Minimum sentences imposed for distribution of small amounts of marijuana without compensation may not be suspended or deferred.

### **3. DISTRIBUTION OF CONTROLLED SUBSTANCES TO PERSONS UNDER 21.**

21 U.S.C. section 845 provides that a person 18 years of age or older who is convicted of distributing a controlled substance to a person under 21 will be punished by:

- a. For the first offense – a term of imprisonment, a fine, or both, up to twice that authorized for the underlying offense by section 841. The minimum term of imprisonment may not be less than one year. However, the mandatory minimum sentence does not apply to offenses involving less than 5 grams of marijuana.
- b. For second and subsequent offense – substantially longer prison terms and larger fines.

### **4. DISTRIBUTION OR MAUFACTURING CONTROLLED SUBSTANCES IN OR NEAR SCHOOLS AND COLLEGES.**

21 U.S.C. section 845a provides that any person who is convicted of distributing or possessing with intent to distribute a controlled substance in or on or within 1,000 feet of an elementary, vocational or secondary school, or college, junior college or university, or within 100 feet of a playground, youth center, public swimming pool, video arcade facility will be punished by:

- a. For a first offense – a term of imprisonment, fine or both, up to twice that authorized for the underlying offense. The minimum term of imprisonment may not be less than one year.
- b. For second and subsequent offenses – substantially longer prison terms and larger fines.

### **5. EMPLOYMENT OF PERSONS UNDER 18, RECEIVING CONTROLLED SUBSTANCES FROM OR DISTRIBUTING CONTROLLED SUBSTANCES TO PERSONS UNDER 18 AND DISTRIBUTING CONTROLLED SUBSTANCES TO PREGNANT WOMEN.**

Under 21 U.S.C. section 845b it is unlawful for any person 18 years of age or older to: (a) employ, use, induce or coerce a person under 18 to commit a federal controlled substance offense; (b) to receive a controlled substance from a person under 18 who is not an immediate family member; or (c) to distribute a controlled substance to a pregnant woman. Offenders will be punished by:

## Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

- a. For the first offense – terms of imprisonment, a fine or both, up to twice that otherwise authorized for the underlying offense. The minimum term of imprisonment may not be less than one year.
  - b. For second and subsequent offenses – substantially longer prison terms and larger fines. Anyone who violates section 845b by knowingly distributing a controlled substance or controlled substance analog to a person under 18 will be punished by imprisonment of not more than 5 years, a fine of \$50,000 or both in addition to the other penalties authorized by section 845b. Offenders sentenced under section 845b are not eligible for a suspended sentence or probation nor are offenders eligible for parole until they have served the minimum sentence imposed for the offense.
6. OTHER FEDERAL LEGAL SANCTIONS RELATED TO THE USE, POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS.
  - a. **Attempts, Conspiracies and Continuing Criminal Enterprises:** Attempts, conspiracies and continuing criminal enterprises involving the manufacture or distribution of controlled substances are punished under 21 U.S.C. section 846 and 848. In the case of continuing criminal enterprises, the penalty is 20 years to life imprisonment, a fine of not less than \$2,000,000 or both. Life imprisonment may be mandatory. In extraordinary cases offenders may be sentenced to death.
  - b. **Forfeiture of Property:** 21 U.S.C. sections 853 and 881 provide for the forfeiture of real and personal property including motor vehicles which constitute direct or indirect proceeds of, which are derived from or which are used to facilitate or commit many controlled substance offenses including possession of crack. Such property may be seized and destroyed or sold by the federal government.
  - c. **Ineligibility for Certain Federal Benefits:** 21 U.S.C. section 853a provides that persons convicted of unlawful possession or distribution of controlled substances shall be ineligible for certain federal benefits (including grants, student loans, contracts and professional and commercial licenses) for a minimum period of 1 year for a first offense involving possession up to permanently for multiple offenses involving distribution. In lieu of or in addition to one year ineligibility period for first offenses involving possession, the court may order offenders to complete a drug treatment program and/or perform community service.
  - d. **Miscellaneous:** Offenders are ineligible to receive or purchase firearms. Certain federal benefits and licenses (e.g., public housing occupancy, pilot's licenses) may be revoked by federal agencies.

# **Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program**

## **II. ULAWFUL USE, POSSESSION AND DISTRIBUTION OF ALCOHOL**

### **A. Local Legal Sanctions**

#### **1. Denver**

Denver Code of Ordinances section 38-172 prohibits persons under the influence of alcohol from being drunk, turbulent, violent, menacing or disorderly in any private house or place to such an extent as to jeopardize persons or property or to menace the public peace and safety. Code of Ordinances sections 34-63 and 34-64 makes it unlawful for a minor to purchase, procure, or utilize the services of another, with or without compensation, to procure beer, wine and liquor. The offenses are punishable by fines of not more than \$999. Section 34-62 prohibits minors from making false statement or presenting false or fictitious identification documents or identification documents issued to another person for the purpose of procuring beer, liquor, and wine. The offense is punishable by a fine of not more than \$999.

### **B. State Legal Sanctions**

#### **1. Unlawful use, possession and distribution of fermented malt beverages. (beer) Under sections 12-46-112 and 114 C.R.S.**

- a. A person who sells, serves, or gives away or who permits the sale, serving or giving of 3.2 beer to any person under 21 or to a visibly intoxicated person maybe punished by 3 months – 1 year imprisonment and/or a \$250 - \$1,000 fine.
- b. A person under 21 who by misrepresentation of age or any other method buys or attempts to buy 3.2 beer may be punished by a fine of \$25 - \$100.
- c. A person under 21 who has in his or her possession 3.2 beer in any store, public place or on property owned by the State of Colorado or any subdivision thereof, or inside a vehicle while upon a public street or highway, may be punished by a fine of \$25 - \$100.
- d. A person who knowingly permits or fails to prevent the use of his or her identification by a person under 21 to unlawfully purchase 3.2 beer may be punished by imprisonment for not more than 1 year and/or a fine of not more than \$300.

#### **2. “Alcoholic Beverages” means malt, vinous or spirituous liquors other than 3.2 beer. Under section 12-47-128 and 130 C.R.S.**

- a. A person who sells, serves or gives away or permits the sale, serving or giving of any alcoholic beverage to any person under 21 or to any visibly intoxicated person may be punished by 3 months – 1 year imprisonment and/or a \$250 - \$1,000 fine.
- b. A person under 21 who by misrepresentation of age or any other method buys or attempts to buy an alcoholic beverage may be punished by 3 months – 1 year imprisonment and/or a \$250 - \$1,000 fine. If the person has already been convicted of the same offense or of unlawful possession of an alcoholic beverage, the court must impose at least the minimum fine. Although the court has no discretion to suspend the fine, it may order the fine to be paid by public work.
- c. A person under 21 who has in his/her possession an alcoholic beverage in any store, public place, or property owned by the State of Colorado or any subdivision thereof, or inside a vehicle while upon a public street or highway, may be punished by 3 months – 1 year imprisonment and or a \$250 - \$1,000 fine. If the person has already been convicted of the same offense or of unlawfully obtaining or attempting to obtain an alcoholic beverage, the court must impose at least the minimum fine. Although the court has no discretion to suspend the fine, it may order the fine to be paid by public work.
- d. A person who sells an alcoholic beverage without a license to do so may be punished by imprisonment for not more than 1 year and/or a fine of not more than \$5,000.

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- e. A person who consumes an alcoholic beverage in any public place except on licensed premises permitted to sell such beverage by the drink may be punished by imprisonment for not more than 1 year and/or a fine of not more than \$5,000.
  - f. A person who knowingly permits or fails to prevent the use of his or her identification by a person under 21 to unlawfully purchase an alcoholic beverage may be punished by imprisonment for not more than 1 year and/or fine of not more than \$5,000.
- 3. **Illegal Possession or Consumption of Ethyl Alcohol by and Underaged Person.**  
Under section 18-13-122, C.R.S., it is unlawful for any person under 21 to possess or consume any substance containing ethyl alcohol anywhere in Colorado unless: (a) the underaged person was legally on private property with the knowledge and consent of the property owner and his or her parent or legal guardian was also present and consented to the possession or consumption of the alcohol; or (b) the presence of ethyl alcohol in the underaged person's body is due solely to the ingestion of a confectionery or substance which was intended primarily for a purpose other than human oral ingestion, or which was intended solely for medicinal or hygienic purposes, which contained less than 0.5 % ethyl alcohol by weight; or (c) the underaged person possessed or consumed ethyl alcohol for religious purposes protected by the first amendment to the United State Constitution. Illegal possession or consumption of alcohol by an underaged person is a strict liability offense punishable by a fine of not more than \$100 and, with the discretion of the court, up to 24 hours of community service. Offenders may also be ordered to submit to and complete an alcoholic evaluation assessment, an alcohol education program or an alcohol treatment program at their own expense.
- 4. **Miscellaneous**  
Driving while impaired by or under the influence of alcohol (or drugs) are serious criminal offenses which can lead to the loss of your driver's license, fines and imprisonment.

## Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

## Employee Acknowledgement Form

I, the undersigned employee of the Community College of Denver, have received a copy of *Drug-Free Schools, Campuses, and Workplaces*.

1. I agree to abide by the terms of the policy statement, and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

**Employee:** \_\_\_\_\_

Print Name Signature Date

## Statement Concerning Your Employment in a Job Not Covered by Social Security

**Employee Name** \_\_\_\_\_

**Employee ID#** \_\_\_\_\_

**Employer Name** \_\_\_\_\_

**Employer ID#** \_\_\_\_\_

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

### Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

### Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

### For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.**

**Employee:** \_\_\_\_\_  
Print Name Signature Date

# **Statement Concerning Your Employment in a Job Not Covered by Social Security**

## **Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security**

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945). Paper copies can be requested by email at [oplm.oswm.rqct.orders@ssa.gov](mailto:oplm.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



## **Employee Notification Packet Drug-Free Workplace Awareness Program**

Pursuant to the enacted Drug-Free Workplace Act of 1988, any organization which is desirous of contracting with any Federal agency must take the following steps to ensure the existence of a drug-free environment for its employees:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specify the actions which will be taken against employees for violations of such prohibition.
2. Establish a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace
  - b. the organization's policy of maintaining a drug-free workplace
  - c. any available drug counseling, rehabilitation, and employee assistance programs
  - d. the penalties which may be imposed upon employees for drug abuse violations
3. Require that each employee who will be engaged in the performance of such contract be given a copy of the statement required by paragraph 1. And that, as a condition of employment on such contract, the employee agrees to abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Notify the contracting agency within ten days after receiving notice under paragraph 3, from an employee or otherwise receiving actual notice of such conviction.
5. Within 30 days after receiving notice, impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by the statute.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, and 5.

In response to the federal statute, the State Board for Community Colleges and Occupational Education has approved a policy statement requiring all employees at state system community Colleges and on the System central staff, whether exempt or classified, to comply with the requirements of the statute.

Accordingly, please find attached to this memo a copy of the institutional Drug-Free Awareness Program which should be retained for reference. The Program includes the following:

1. Drug-Free Workplace Policy Statement. Note that a comprehensive list of "controlled substances" under the Drug-Free Workplace Act of 1988 is available for inspection in the Personnel Office
2. Information about the penalties employees may suffer as the result of drug abuse violations occurring in the workplace.
3. A listing of available drug counseling, rehabilitation, and employee assistance programs.
4. Information about the dangers of drug abuse in the workplace.
5. Employee Acknowledgment Form. This form must be executed and returned to the Office of Human Resources.

If you have questions, please contact the Human Resources Office at 303-352-3000.



## Medicare Deduction

H.R. 3128 passed by Congress and signed by the President provides for coverage of new State employees under Medicare. Any new employee hired after March 31, 1986, is now required to be covered under Medicare. Therefore, employers must deduct 1.45% (percent) of gross wages from the pay of any new employee with an employer contribution of an equal amount.

**Employee:** \_\_\_\_\_  
Print Name
Signature
Date



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 1-31-2017)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Lori Chacon 303-352-3004 or [lori.chacon@ccd.edu](mailto:lori.chacon@ccd.edu).

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Community College of Denver		4. Employer Identification Number (EIN) 38-3721881	
5. Employer address Campus Box 240, PO Box 173363		6. Employer phone number 303-352-3004	
7. City Denver	8. State CO	9. ZIP code 80217	
10. Who can we contact about employee health coverage at this job? Lori Chacon, HR Benefits Specialist			
11. Phone number (if different from above)		12. Email address lori.chacon@ccd.edu	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

- (1) You are regular faculty, APT or classified employee of the policyholder
- (2) You are actively employed at least half time, .5 FTE
- (3) You are not receiving a PERA retirement benefit

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

Visit <https://resources.cccs.edu/wp-content/uploads/sites/6/2012/08/EEBenefitGuide2014-15.pdf> for complete list.

☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.