

# 1.3 Additional Resources for Mines Policies and Procedures

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## Mines Faculty Handbook

The Board of Trustees is the legal employer of all employees at Mines. The Board, which defines all exempt Mines employees as faculty, sets forth the general terms and conditions of faculty employment in the Mines Faculty Handbook, and especially within Part II of that Handbook. The most current version of the Faculty Handbook is maintained in the Mines Policy Library.

Each academic department is responsible for maintaining an up-to-date copy of the Faculty Handbook and informing department faculty/staff of its location.

## Board of Trustees (BOT) Policies

From time to time the Board issues policy on specific aspects of Colorado School of Mines' operation. Depending on the nature of the policy, these may be published in

- Section 10 of the Faculty Handbook, and/or
- The Board Policies Website

## Undergraduate and Graduate Catalogs

These contain a variety of policies relevant to academic programs, registration and student life. The Catalogs are online and updated annually.

## Travel Policies and Procedures

All policies and procedures associated with employee and student travel can be found online under Section 5: Travel in the Policy Library.

## Human Resources

Mines Human Resources oversees the following items, among others:

- Employee Benefits
- New Employee Information
- SpeakUp@Mines

## Environmental Health and Safety

Mines Environmental Health & Safety (EHS) provides support in terms of:

- EHS training
- EHS concern resolution and incident investigation
- Emergency preparedness
- Laboratory and research safety
- Chemical and hazardous waste management

details of which can be found at the weblink above.

## Facilities Management

Mines Facility Management controls a variety of services on campus:

- Mechanical (HVAC, Controls, Plumbing, Elevators)
- Electrical
- Structural Trades (General Building Maintenance, Access Services)
- Grounds (Landscape, Snow Removal, Athletic Fields/Complex)
- Custodial Services
- Distribution Services (Mail)
- Parking Services
- Fleet Management

as noted in the weblink above.

## Colorado School of Mines Web Pages

Mines websites are anchored at <https://mines.edu/> and contain numerous links to academic, administrative, support and student services at Mines.

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