# Table of Contents

**Reference Documents** .......................................................................................................................... 1

- **Flexible Work Arrangements** .............................................................................................................. 1
- **Handbooks** ............................................................................................................................................... 1

**Policies and Processes** ............................................................................................................................. 1

  - Hiring/Search Guides ................................................................................................................................. 1
  - Outside Consultation, Research, Clinical and Other Work ................................................................. 1
  - Promotions .................................................................................................................................................. 1

**Student Supervisor Resources** ...................................................................................................................... 2

**Supervisor Resources** .................................................................................................................................. 2

  - Family Medical Leave (FML) Policies ......................................................................................................... 2
  - Information Technology Policy .................................................................................................................... 2
  - Leave Policies ............................................................................................................................................... 2
  - MyLeave Guidance ....................................................................................................................................... 2
  - Performance Management (2017) .................................................................................................................. 2
  - Resources .................................................................................................................................................... 2
  - Supervisor Toolkits ...................................................................................................................................... 3
Reference Documents

Flexible Work Arrangements

- Flexplace Policy/Form

Handbooks

- Classified Staff Handbook (State of Colorado)
- Faculty Handbook (SEHD)
- Faculty Handbook (University of Colorado)
- Lecturer Handbook (SEHD)
- University Staff Handbook (University of Colorado)

Policies and Processes

Hiring/Search Guides

- Classified/University Staff
- Faculty
- Students
- Lecturer Hiring Process, Templates and Timelines

Outside Consultation, Research, Clinical and Other Work

- 1/6th Rule
- Request for Prior Approval (form)
- Pattern of Administration
- Performance Evaluation Cycle (Overview)

Promotions

- Compensation for Classified Staff (under revision)
- Compensation for Officers and Exempt Professionals (under revision)
- Research Associate Series Salary Bands 18-20
- Student Employee Work Hours (NEW POLICY) *Please note, that the 25-hour limit does not apply to Research Assistants working directly on a funded research project that is directly connected with and part of their progress towards earning a master’s or PhD*
Student Supervisor Resources

- Approving Timesheets and Adding a Proxy
- Biweekly Payroll Calendar 19-20
- CU Denver Student Employment Website
- Student Employee Handbook
- Student Employee Work Hours *Please note, that the 25-hour limit does not apply to Research Assistants working directly on a funded research project that is directly connected with and part of their progress towards earning a master's or PhD*
- Student Hiring Guide

Supervisor Resources

Family Medical Leave (FML) Policies

- Family Medical Leave for Classified Staff
- Family Medical Leave for Faculty and Exempt Professional Staff
- Parental Leave Policy for Faculty, Officers, and Exempt Professionals

Information Technology Policy

- Use of IT Resources

Leave Policies

- Classified Staff Leave Policies
- Technical Guidance - Time Off (Classified Staff)
- University Staff/12-Month Faculty Leave Policies

MyLeave Guidance

- Approving Timesheets and Adding a Proxy

Performance Management (2017)

- Classified Performance Management Plan
- How to Have Difficult Conversations
- Open Records Form (includes rating descriptions)
- Performance Evaluation Cycle (Overview)
- SMART Goals (Guidance)

Resources
• Evaluation Rubric - Specific Examples
• Evaluation Rubric - Overall Score Examples
• Examples of SMART Goals (Department specific!)
• University Staff Professional Plan 2018
• Worker's Compensation

**Supervisor Toolkits**

• Supervising Classified Staff
• Supervising University Staff

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