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Reference Documents

Flexible Work Arrangements

- Flexplace and other Alternative Work Arrangements

Handbooks

- Classified Staff Handbook (State of Colorado)
- Faculty Handbook (SEHD)
- Faculty Handbook (University of Colorado)
- Lecturer Handbook (SEHD)
- University Staff Handbook (University of Colorado) - another resource is the website of the Office of Policy and Efficiency - www.cu.edu/ope

Policies and Processes

Hiring/Search Guides

- University Staff
- Classified Staff
- Faculty
- Students
- Lecturer Hiring Process, Templates and Timelines (updates pending)

Outside Consultation, Research, Clinical and Other Work

- 1/6th Rule (scroll down to the “One-Sixth Rule” section)
- Request for Prior Approval form (download found in the “One-Sixth Rule” section)
- Pattern of Administration

Promotions

- Compensation for Classified Staff
- Compensation for Officers and Exempt Professionals
- Research Associate Series Salary Bands (click the PRAs tab, then Compensation section) *Please note, that the 25-hour per week 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 (see the Handbook & Policy section) *Please note, that the 25-hour per week 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 (updates pending)

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

- Office of Information Security Policies and Resources
- UC Denver 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

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

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

Supervisor Toolkits

- Supervising Classified Staff
- Supervising University Staff

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