Table of Contents

Resources and Reference Documents 1
Mental Health and Well-Being Resources 1
Handbooks 1
Searches, Hire, Promotions, Position Changes, Separations 1
Faculty Search Guidelines 2
Student Employment 2
Separation/Termination of Employment 2
Leave time 2
Leave/Time Off (9-Month Faculty) 3
Leave/Time Off (Staff and 12-Month Faculty) 3
Holiday Schedule 3
Resources: 3
Supervisor Toolkits 3
Student Supervisor Resources 4
Flexible Work Arrangements 4
Information Technology Policy 4
Leave Policies 4
Onboarding 4
Offboarding 4
Outside Consultation, Research, Clinical and Other Work 5
Promotions 5
Reasonable Accommodation 5
Temporary workers 5
Workers Compensation / injured on the job? 6
UCD Access Portal 6
Mandatory Online Trainings (for all employees, including student employees) 6
How to access the training courses: 7
Updating Emergency Contacts, Mailing or Physical Address 7
Viewing Your Pay Advice 7

Resources and Reference Documents

Who to contact about edits needed on this page: SEHD HR

Mental Health and Well-Being Resources

- **We have mental health resources available to support you.**
- Crisis & Emergency Contact information: https://www1.ucdenver.edu/offices/human-resources/employee-relations-performance/crisis-emergency-information-resources
- The Red Folder has tips to Recognize, Respond and Refer: https://www.ucdenver.edu/redfolder
- Supervisors website –> scroll to the “Crisis and Wellness Resources” section: https://www1.ucdenver.edu/offices/human-resources/supervisors-leaders

Handbooks

- Classified Staff Handbook (State of Colorado)
- Faculty Handbook (SEHD)
- Faculty Assembly Resources (University of Colorado Denver)
- Lecturer Handbook (SEHD)
- The Office of Policy and Efficiency (OPE) oversees the president’s universitywide administrative policymaking process; facilitates the development, review, approval and maintenance of universitywide administrative policy statements (APSs); and acts as the official repository and point-of-contact regarding APSs. OPE also supports the formal review of regent laws and policies. www.cu.edu/ope

Searches, Hire, Promotions, Position Changes, Separations

To submit a request form to initiate a search, new hire, promotion, position changes, etc., please go to https://forms.ucdenver.edu/secure/sehd_hr_search.

Please plan at least two months ahead for these requests whenever possible because there are many steps and partners in the process.

For a search, we will ask you to provide funding information, an organizational chart for your team and a beginning job description for the role that we can work with as we go through the review process before posting. Please contact the SEHD HR team for assistance (e.g. with job descriptions and pay rates) or with any questions or comments.

Prior to starting the search process, all search committee member should have completed this course in Skillsoft Percipio in the past two years: CU Search Committee Training, Inclusive Recruiting Practices.

Faculty Search Guidelines

The SEHD follows these steps in a faculty search:

1. The Dean appoints a search chair and committee, ensuring that there is diverse representation.
2. All search committee members must have completed therequired online CU search committee training within the past two years.
3. Typically, a search orientation meeting is held (in-person, virtually, or hybrid) where the Dean gives a charge to the search committee, and the search process is reviewed. Representatives from the OE &/or our Associate Dean for EDI &/or a Search Advocate are usually invited.
4. Open faculty positions are typically posted for view in a variety of places including but not limited to:
5. CU automatically posts all positions in CU Careers, HigherEdJobs.com, InsideHigherEd.com and Colorado Workforce Center
6. SEHD also may post in the Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook, Linked In, and SEHD Impact
7. The search committee is encouraged to call and/or email targeted individuals
8. SEHD HR will provide recruiting packets with the announcement and program/school info for meetings or conferences as needed upon request
9. Committee members are encouraged to post on listservs of professional organizations and relevant professional journals

Student Employment

For information on student employment - hiring process, definitions of employee types, job descriptions, pay rates, and more please go to the Student_hiring_guide

Contact the SEHD HR and Payroll Coordinator for assistance.

Separation/Termination of Employment

When employees terminate employment, an official written notification which specifies the employee’s last day of employment to the supervisor and SEHD HR is required. SEHD HR will send an exit acknowledgement letter and an exit checklist to the employee. The employee will work with their supervisor, SEHD HR/Finance, SEHD IT and Ja'Net Hurt as needed for final business such as turning in keys, procurement/travel cards, ID badge, parking card, computer and tech equipment, and an office cleanout walkthrough. SEHD server/email access will generally be terminated at the end of the last date of employment. Retirees and CU alumni will have ongoing access to their University e-mail, along with limited portal access.

Additional offboarding information is available here: Leaving CU

Leave time

Leave/Time Off (9-Month Faculty)

Full-time nine-month faculty earn ½ month (11 business days) of sick leave at the beginning of each academic year as described in Regent Policy 11.E. Vacation leave does not accrue in academic-year faculty positions. Sick leave is tracked manually by SEHD HR, not through MyLeave. Please notify the SEHD HR team if you must take any sick leave. If you will miss 3 days or more of work, please contact the SEHD HR Manager for FMLA information or parental leaveinformation.

Leave/Time Off (Staff and 12-Month Faculty)

University Staff and 12-month faculty earn sick leave and vacation ("annual") leave as described in Regent Policy 11.E. Time off is tracked through the MyLeave through the UCD Access employee portal (my.cu.edu). Please submit vacation/sick leave/family sick leave requests to your supervisor as far in advance as possible for pre-approval (except when you are ill, in which case you should submit immediately upon your return to the office). Sick leave is to be used when you are ill, for scheduled medical appointments, or for taking your immediate family member to a medical appointment. Medical certification will be requested for any sick leave of more than 3 consecutive calendar days, for compliance with FMLA and/or Parental Leave (faculty/university staff only) policies. Medical certification may also be requested if leave abuse is suspected. Abuse of the leave policies will result in disciplinary action. Supervisors of employees earning vacation and sick leave must verify leave usage and balances on a monthly basis (even if no time is used). Annual leave (vacation) hours in excess of the maximum accrual allowed as of July 1st of each fiscal year are forfeited and "swept" from the system.

Holiday Schedule

Please visit:
https://www1.ucdenver.edu/offices/human-resources/human-resources-home/holiday-schedules

Resources:

Regent Policy 11.E - Leave Policies for Officers, Exempt Professionals (University Staff), and Faculty

State Classified Employees: State Personnel Rules and Administrative Policies

Supervisor Toolkits

- Supervising Classified Staff
- Supervising University Staff
- My Leave for Supervisors - Approving Timesheets and Adding a Proxy

Student Supervisor Resources

- Approving Timesheets and Adding a Proxy in MyLeave
- Biweekly Payroll Calendar
- CU Denver Student Employment Website
- Position Description Example
- Student Employee Handbook
- Work Study Student Employee Handbook
- Student Employee Work Hours (see the Handbook & Policy section)
- SEHD Student Hiring Guides

Flexible Work Arrangements

- Flexplace and other Alternative Work Arrangements

Information Technology Policy

- Office of Information Security Policies and Resources
- UC Denver IT Resources

Leave Policies

- FAMLI leave insurance is available to employees based in Colorado as of January 2024 and is similar (& in addition) to FML: https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/famli-fml-and-parental-leave

Here are two short on-demand video courses that provide an overview of CU's current leave options:

1. FAMLI - https://www.cusys.edu/plans/2023/famli_leave/story.html
2. FMLA - https://www.cusys.edu/plans/2023/fmla/story.html

- Family Medical Leave Information and Parental Leave Policy for Faculty and Staff (this page may need updating as of Jan 2024)
- Family Medical Leave for Classified Staff (this page may need updating as of Jan 2024)
- Classified Staff Leave Policies
- Technical Guidance - Time Off (Classified Staff)
- University Staff/12-Month Faculty Leave Policies

Onboarding

- Employee onboarding info
- Supervisor's onboarding checklist

Offboarding

- Things to know when ending employment

Outside Consultation, Research, Clinical and Other Work

- 1/6th Rule FAQs
- Request for Prior Approval form (download found in the “One-Sixth Rule” section)
- Conflict of Interest information
- Pattern of Administration

Promotions

Supervisors: to submit a request to SEHD HR for an employee's promotion, please complete the formstack here: Human Resources Search Request. The dropdown menu shows the option for Promotion.

Reasonable Accommodation

CU Denver is committed to providing students, faculty, staff and visitors with access to its programs, services and facilities. This includes providing reasonable accommodations that ensure qualified applicants and employees with disabilities have equal employment opportunities.

Please review the Accommodation website and complete the Reasonable Accommodation Form to have your request reviewed through the proper process.

If you need a copy of your job description, please contact sehdhr@ucdenver.edu.

If you have questions about the accommodation process, please reach out to sehdhr@ucdenver.edu or to Reba Yount, UC Denver ADA Coordinator, Email:

workplaceengagement@ucdenver.edu.

Temporary workers

Temporary positions are typically limited to nine (9) months of continuous employment with a four month break. Temporary employees are paid on a bi-weekly/hourly basis. Hours worked can be any amount and can exceed an average of 30 hours a week. This type of position is not eligible for benefits, except sick leave according to the Healthy Families and Workplaces Act. Full guidance about temp appointments is available here.

This is a possible solution for a student employee who is graduating and no longer eligible to work a student appointment, but whose department wishes for them to continue working on a temporary basis.

To request a temporary employee, please complete the Hire Form here, using Request Type: Temp Hire

Workers Compensation / injured on the job?

You must notify your supervisor and/or SEHD HR IMMEDIATELY of any workplace injury. The supervisor will need to notify SEHD HR as soon as possible.

If an emergency, employee is taken by ambulance to the hospital and follow-up care must be through a Designated Medical Provider (DMP).

If not an emergency, employee is taken or takes themselves to the DMP of their choice. The employee or supervisor completes the online University Claim Form.

To view policies, procedures, forms, and list of DMPs, please visit: https://www.cu.edu/content/workerscompensation

- Worker's Compensation

UCD Access Portal

Leave Requests and Monthly Time Record (Staff and 12-month faculty)

Instructions (OT Exempt)

Instructions (OT Eligible; Hourly)

How to access the leave reporting system:

* Log-in to the UCD Access Employee Portal using campus username and password

* Go to the CU Resources tab at the top of the page, if not your default home page

* Click on “Request Leave/Record Time” on the My Leave tile

Contact sehdhr@ucdenver.edu for assistance with the leave reporting system. Please submit your monthly timesheet as soon as possible after the last day of the month, but no later than the 5th business day of the following month.

Mandatory Online Trainings (for all employees, including student employees)

The university requires all employees to take the following mandatory online trainings within three months of hire:

Discrimination and Sexual Misconduct

Information Security and Privacy Awareness

The university also requires additional trainings depending on the position, and that list of trainings is found here:
https://www.ucdenver.edu/offices/human-resources/learning-development/required-training

How to access the training courses:

- Log-in to the UCD Access Employee Portal using campus username and password

- Go to the CU Resources tab at the top of the page, if not your default home page

- Click on the NavBar in the top right corner of the screen, a pop-out menu will appear

- Click on CU Resources>Training>Start SkillSoft

- In the Search field, enter the desired course title to launch or add to your training plan. It is usually necessary to use the long code in bold below as the **exact search term** to find the course:

CU: Discrimination and Sexual Misconduct (Library ID number "**_scorm12_cu_u00067_0001**")

CU: Information Security and Privacy Awareness (Library ID number "**_scorm12_cu_u00063_0001**")

Updating Emergency Contacts, Mailing or Physical Address

Log in to your UCD Access portal with your computer account username and password.

Under the CU Resources tab (if not your default home page), click on My Info on the employee information tile.

From here you will be able to update your mailing/home address, phone numbers, emergency contacts and email addresses.

Viewing Your Pay Advice

Log in to your UCD Access portal with your computer account username and password.

Under the CU Resources tab (if not your default home page), click on My Compensation on the Last Confirmed Check tile, then Pay Advice.

You can also update your W-4 and Direct Deposit info here.

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