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Reference Documents

Mental Health and Well-Being Resources

- **We have mental health resources available to support you.** You can find them on our human resources Supervisors website under the “Crisis and Wellness Resources” header: https://www1.ucdenver.edu/offices/human-resources/supervisors-leaders
- Released in 2021: You.UCDenver.Edu. This tool has been available to our student community for some time, and we are very happy to announce a version of You@CU Denver and You@CU Anschutz to support the unique health and well-being needs of faculty and staff

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

Performance Management (Professional plans, evaluations, etc. for University Staff & Classified Staff)

How to write SMART Goals

Examples of SMART Goals

How to Have Difficult Conversations

Performance Management tools & resources

Evaluation Rubric - Specific Examples (will be archived after July 2023)

Evaluation Rubric - Overall Score Examples (will be archived after July 2023)

SEHD's University Staff Performance Development & Management tool (new all-in-one tool from Denver campus HR in 2023, includes what we previously called the Professional Plan and Performance Evaluation)

Performance Management Plans for Classified Staff are also found at the Performance Management Website

Supervisor Resources

Family Medical Leave (FML) Policies

- Family Medical Leave for Classified Staff
- Family Medical Leave Information and Parental Leave Policy for Faculty and Staff

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

Supervisor Toolkits

- Supervising Classified Staff
- Supervising University Staff

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

Workers Compensation

- Worker's Compensation

Student Supervisor Resources

- Approving Timesheets and Adding a Proxy in MyLeave
- Biweekly Payroll Calendar 20-21
- Biweekly Payroll Calendar 21-22
- CU Denver Student Employment Website
- Student Employee Handbook
- Work Study Student Employee Handbook
- Student Employee Work Hours (see the Handbook & Policy section)
- SEHD Student Hiring Guide

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