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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>

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

Resources regarding Professional plans, evaluations, etc. for University Staff & Classified Staff

- [How to write SMART Goals](#). **SMART** goals are:
 - Specific (*Who is involved, what should be accomplished, where will this occur?*)
 - Measurable (*Establish criteria for measuring outcomes and how to determine if objective is achieved*. 'E.g. how much, how many, how do you know when it is accomplished?')
 - Ambitious/Attainable(*Motivating but realistically attainable*)
 - Results-Oriented/Relevant/Realistic(*Aligns with the bigger picture. What is the expected result?*)
 - Timely (*Includes a specific time-frame for achieving objectives*)
- [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). This link goes to an excel file which will download in a new window.
- 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

Please contact your SEHD HR team right away if you have a workplace injury.

- [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](#)

Flexible Work Arrangements

- [Flexplace and other Alternative Work Arrangements](#)

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