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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 Assembly Resources (University of Colorado Denver)
- Lecturer Handbook (SEHD)
- University Staff Handbook (University of Colorado)

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

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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