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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](http://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](#)

From:

<https://wiki.cu.studio/> - **SEHD Wiki**

Permanent link:

<https://wiki.cu.studio/human/reference-documents?rev=1692050378>

Last update: **2023/08/14 21:59**

