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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

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 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](#)

Resources

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](#)

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](#)
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