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Reference Documents

Mental Health and Well-Being Resources

- **We have mental health resources available to support you.**
- Crisis & Emergency Contact information: https://www1.ucdenver.edu/offices/human-resources/employee-relations-performance/crisis-emergency-information-resources
- The Red Folder has tips to Recognize, Respond and Refer: https://www.ucdenver.edu/redfolder
- Supervisors website –> scroll to the “Crisis and Wellness Resources” section: 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

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