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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

Temporary workers

[Temporary positions](#) are limited to nine months of continuous employment with a four month break OR nine months of employment in any 12 month period followed by a four month break. Temporary employees are paid on a bi-weekly/hourly basis. Although temp workers are not limited to part time hours, this type of position is not eligible for benefits, except sick leave according to the Healthy Families and Workplaces Act.

This is a possible solution for a student employee who is graduating and no longer eligible to work a student appointment, but whose department wishes for them to continue working on a temporary basis.

To request a temporary employee, please complete the [Hire Form here, using Request Type: Temp Hire](#)

Workers Compensation

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

- [Worker's Compensation](#)

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