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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 typically limited to nine (9) months of continuous employment with a four month break. Temporary employees are paid on a bi-weekly/hourly basis. Hours worked can be any amount and can exceed an average of 30 hours a week. This type of position is not eligible for benefits, except sick leave according to the Healthy Families and Workplaces Act. Full guidance about temp appointments is available [here](#).

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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