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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](#)
- [Position Description Example](#)
- [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](#)

Promotions

Supervisors: to submit a request to SEHD HR for an employee's promotion, please complete the formstack here: [Human Resources Search Request](#). The dropdown menu shows the option for Promotion.

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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