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Reference Documents



Who to contact about edits needed on this page: SEHD HR

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)
- 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

Leave time

Leave/Time Off (9-Month Faculty)

Full-time nine-month faculty earn ½ month (11 business days) of sick leave at the beginning of each academic year as described in [Regent Policy 11.E](#). Vacation leave does not accrue in academic-year faculty positions. Sick leave is tracked manually by SEHD HR, not through MyLeave. Please notify the SEHD HR team if you must take any sick leave. If you will miss 3 days or more of work, please contact the SEHD HR Manager for [FMLA information](#) or [parental leave](#) information.

Leave/Time Off (Staff and 12-Month Faculty)

University Staff and 12-month faculty earn sick leave and vacation ("annual") leave as described in [Regent Policy 11.E](#). Time off is tracked through the MyLeave through the UCD Access employee portal

(my.cu.edu). Please submit vacation/sick leave/family sick leave requests to your supervisor as far in advance as possible for pre-approval (except when you are ill, in which case you should submit immediately upon your return to the office). Sick leave is to be used when you are ill, for scheduled medical appointments, or for taking your immediate family member to a medical appointment. Medical certification will be requested for any sick leave of more than 3 consecutive calendar days, for compliance with [FMLA](#) and/or [Parental Leave \(faculty/university staff only\)](#) policies. Medical certification may also be requested if leave abuse is suspected. Abuse of the leave policies will result in disciplinary action. Supervisors of employees earning vacation and sick leave must verify leave usage and balances on a monthly basis (even if no time is used). Annual leave (vacation) hours in excess of the maximum accrual allowed as of July 1st of each fiscal year are forfeited and “swept” from the system.

Holiday Schedule

Please visit:

<https://www1.ucdenver.edu/offices/human-resources/human-resources-home/holiday-schedules>

Resources:

[Regent Policy 11.E - Leave Policies for Officers, Exempt Professionals \(University Staff\), and Faculty](#)

State Classified Employees: [State Personnel Rules and Administrative Policies](#)

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](#)
- [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 Guides](#)

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.

Reasonable Accommodation

CU Denver is committed to providing students, faculty, staff and visitors with access to its programs, services and facilities. This includes providing reasonable accommodations that ensure qualified applicants and employees with disabilities have equal employment opportunities.

Please review the [Accommodation website](#) and complete the [Reasonable Accommodation Form](#) to have your request reviewed through the proper process.

If you need a copy of your job description, please contact sehdhr@ucdenver.edu.

If you have questions about the accommodation process, please reach out to sehdhr@ucdenver.edu or to Reba Yount, UC Denver ADA Coordinator, Email:

workplaceengagement@ucdenver.edu.

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 / injured on the job?

You must notify your supervisor and/or SEHD HR IMMEDIATELY of any workplace injury. The supervisor will need to notify SEHD HR as soon as possible.

If an emergency, employee is taken by ambulance to the hospital and follow-up care must be through a Designated Medical Provider (DMP).

If not an emergency, employee is taken or takes themselves to the DMP of their choice. The employee or supervisor completes the [online University Claim Form](#).

To view policies, procedures, forms, and list of DMPs, please visit:

<https://www.cu.edu/content/workerscompensation>

- [Worker's Compensation](#)

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