

**Regent Laws and Policies Review  
Article and Policy 6**

**REGENT LAW**

**Article 6: Staff**

**Crosswalk to current laws and policies**

Part A. Staff Definitions

- 6.A.1 Classified Staff
- 6.A.2 University Staff

New  
Regent Law 6.A.1.A

Part B. Staff Government

Regent Law 6.B

**REGENT POLICY**

**Policy 6: Staff Recruitment and Appointments**

Policy 6A: Delegations of Authority

- 6.A.1: Classified Staff
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Regent Policy 6.C  
New – Reference 2K

Policy 6B: Staff Searches [\[Section is Delayed\]](#)

- 6.B.1 Classified Staff
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New  
Regent Policy 3.F

Policy 6C: Appointments of Staff

- 6.C.1 Letter of Offer
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Policy 6D: Evaluations for Staff

- 6.D.1 Evaluations
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Regent Policy 3.G.D  
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## LAWS OF THE REGENTS

### ARTICLE 6: STAFF

#### PART A: STAFF Definitions

1. Classified staff are employees who are governed in the state personnel system. Classified staff will be appointed and evaluated in accordance with the provisions of the state constitution, state laws, the rules of the state personnel board, and regent policy.
1. University staff are employees who are exempt from the rules, procedures and regulations that govern the state of Colorado personnel system per Section 24-50-135 C.R.S. University staff positions are subject to all other applicable federal and state law and regulations, as well as laws and policies set forth by the University of Colorado Board of Regents and other University policies.

#### PART B: STAFF GOVERNMENT

1. Staff councils exist and derive their power from the authority delegated to them by the Board of Regents.
2. The University of Colorado Staff Council serves as the university wide representative body for communicating to the administration and Board of Regents matters of concern to exempt professionals and classified staff employees of the university. The chair of the University of Colorado Staff Council is the spokesperson for university staff and classified staff when addressing the Board of Regents on matters of concern to these employees.
3. The staff councils on each of the campuses and in system administration serves as the representative staff governance organization of the respective campus. At the chancellor's discretion, or the president's discretion with regard to system administration, staff on each campus and in system administration may be organized into separate university staff and classified staff councils, or the two groups may form a combined staff council.

## POLICIES OF THE REGENTS

### Policy 6A: DELEGATIONS OF AUTHORITY

#### 6.A.1 Classified Staff

The president is the appointing authority for the University of Colorado and is responsible and accountable for the operation and management of the state personnel system for the university in accordance with Section 24-50-101(3)(d) C.R.S. By resolution of the Board of Regents, and by delegation from the president, the chancellors of the University of Colorado campuses are the appointing authorities for their institutions and the president retains appointing authority for system administration.

The president and chancellors may further delegate all or part of their authority to subordinate administrators within their operational units in accord with the following provisions:

1. Exercise of the authority to delegate shall be done in such a manner as to protect the employee's right to adequate review by a responsible administrative officer in accordance with requirements as specified by the state personnel board rules and state personnel director's administrative procedures.
2. Delegation of authority under this provision will be made in writing.

#### 6.A.2 University Staff

See Regent Policy 2.K

### Policy 6B: STAFF RECRUITMENT [\[Section is Delayed\]](#)

### Policy 6C: APPOINTMENTS OF UNIVERSTIY STAFF

#### 6.C.1 Letter of Offer

To ensure the integrity of the appointment and salary approval process, each appointment at the university must be documented in a letter of offer. Such letters shall include all provisions of employment as required by university policy and state and federal law. Letters should follow a consistent format for each personnel group. The administration must develop and maintain an administrative policy statement specifying the required format for each personnel group. Details can be found in Administrative Policy Statements.

#### 6.C.2 Conditions of Appointments

##### (A) Employee-at-will

In accordance with Section 24-19-104 C.R.S. university staff shall be employees-at-will in their university staff positions unless expressly provided an employment contract authorized by Section 24-19-104(1.5) C.R.S. An employee-at-will shall be appointed for an

indefinite period of time. The appointment is terminable by either the employee or the appointing authority at any time. The terms and conditions of an appointment shall be set forth in a letter of offer in compliance with state law and university policy.

(B) Term employment contracts and employment extensions

In accordance with Section 24-19-104 (1.5) C.R.S. and Section 24-19-108 (e) C.R.S., each campus and system administration may extend term employment contracts or employment contract extensions of not more than five years that must be approved by the Board of Regents. A term employment contract has an explicit termination date and means that the appointment does not continue after that date unless the Board of Regents approves an extension of the term employment contract.

A term employment contract for a specific term is not a guarantee of a particular position, set of duties, or salary for the term of appointment. The appointing authority may make an administrative reassignment at a salary appropriate for the new position.

All other term employment contracts shall be permitted only as allowed by Colorado statute and subject to approval by appropriate campus officers.

## **Policy 6D: EVALUATIONS FOR STAFF**

### **6.D.1 Evaluations**

Evaluations shall be based upon the position description and performance planning between supervisor and individual. Evaluations should provide constructive feedback on the staff's service.

### **6.D.2 Classified Staff**

- (A) Classified Staff shall be evaluated annually by current supervisor and second level reviewer.
- (B) The performance management system for classified staff shall be in accordance with the requirements established in Colorado law and the Department of Personnel and Administration (DPA) board rules. The University of Colorado Performance Management Program details the implementation of the DPA rules.
- (C) A supervisor accountability provision adopted by the Board of Regents on January 18, 2001, and amended February 24, 2005, specifies sanctions will be applied to supervisors, whether classified staff, faculty, exempt personnel, or officers, who fail to evaluate classified staff annually according to the deadlines outlined in the Performance Management Program.

### **6.D.3 University Staff**

- (A) University staff shall be evaluated on an annual basis.
- (B) Other evaluations. The supervising authority or appointing authority may conduct evaluations in any form and at any time deemed appropriate for any university staff.

Information received or created, except the summary report, as a part of an evaluation shall be placed in the university staff's personnel file and shall be considered confidential. However such information shall be available to the individual being evaluated except as such information is a letter of reference or the individual has waived the right of access. The summary report of the evaluation shall be prepared, shall be available to the public and shall be placed into the university staffs personnel file.

- (C) In those cases where a university staff also holds a regular faculty appointment within a school or college, the administrative and academic appointments will be treated independently.

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