APS JUSTIFICATION

Policy Title: Letters of Offer for University Staff
APS Number: 5023
APS Functional Area: HUMAN RESOURCES

Date Submitted: November 1, 2017
Proposed Action: Revision
Brief Description: Comply with state law C.R.S. 24-50-135
Desired Effective Date: January 1, 2018
Responsible University Officer: Vice President, Employee and Information Services
Responsible Office: Vice President, Employee and Information Services
Policy Contact: Vice President, Employee and Information Services
Last Reviewed/Updated: January 1, 2018
Applies to: University staff

Reason for Policy: Guidance regarding letter of offers and employment term contracts.

I. REASON FOR PROPOSED ACTION

Implementing the change in state law to allow non-state funded contracts.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW:

CHRO
Staff Council

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? Yes
   1. If no, please explain.
   2. If yes, what is your plan to get the legal review? To verify the state law is interpreted correctly.

B. Date legal review completed:
C. Person completing legal review:

IV. FISCAL REVIEW Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? If yes, please explain: No