
# Make changes to the highlighted text (if needed) and remove highlights. Delete the text in brackets and any section that does not apply to the appointment.

Date

Appointee Name Street Address

City, State, Zip Code

# Re: Offer of Appointment to the Position of title, Position number, in the department of department name

Dear Appointee Name:

I am pleased to offer you a university staff appointment to the position of title in the department of department name at the University of Colorado System Administration, subject to final approval by the President. Information provided for new employees can be found at: [www.cu.edu/employ](https://www.cu.edu/content/newemployees)ee-services/new-employee-university-staff.

## *[Include for Officer Appointments]*

This position is defined as an officer of the administration. As an officer of the administration, it is required that you complete the CU Record of Acknowledgement: Officer’s Fiscal Code of Ethics.

## *[Include for Regular Appointments]*

This is a fiscal year (12 month) regular appointment effective date. The initial salary for this percent time% appointment is $salary per fiscal year. Compensation for officers and university staff is reviewed each year during the annual salary-setting process before July 1. Any adjustment to the initial salary will be in accordance with such action. Employees hired between February 1 and July 1 each year may not be eligible for that year’s fiscal salary adjustment.

Based on a 100% appointment, you will begin accruing 14.67 hours of vacation per month, or 22 days per year; and 10 hours of sick leave per month, or 15 days per year. Vacation and sick time taken must be submitted to your supervisor monthly. All days, with the exception of University holidays, must be worked or claimed as vacation or sick leave.

## *[Note: Revise all numbers based on percentage of appointment if less than 100%]*

You will receive benefits normally provided to officer and university staff members, based on percent of time, under the standard University of Colorado benefits programs, including health and life insurance and retirement programs. Additional information on employee benefits is available at: [https://www.cu.edu/pbs/benefits/](http://www.cu.edu/pbs/benefits/)[.](https://www.cu.edu/pbs/benefits/)

## *[Include for Temporary Appointments]*

This temporary appointment is effective date. You will be paid $rate per hour/month for this percent time% appointment. As a temporary employee, you will not receive any benefits coverage, nor will you receive any leave.

## *[Include for Project/Grant Funded Appointments]*

The position which you are being hired into is project funded, and will end no later than date. The position is supported by the funding agency name. As such, should project support of this position end, the position will no longer qualify for exemption from the state personnel system, and your university staff appointment will end at the conclusion of the project.

## *[Include for Moving Expense Reimbursement]*

In order to assist you with your relocation, you will be reimbursed for the actual moving and transportation costs incurred by you, up to a maximum of $amount and subject to university policy. *Certain expenses may be subject to taxation in accordance with IRS rules.* In order to receive reimbursement for expenses not paid directly by the university, you must submit itemized receipts to the university. As part of the total costs, the university will reimburse the following: (1) reasonable costs of two trips for you and your family to search for housing; (2) expenses for travel at the time of the relocation; (3) relocation of your household goods and personal effects including your vehicle; and (4) thirty (30) days temporary lodging expenses for you and your family in connection with your relocation. The following link may also be helpful: [https://www.cu.edu/pbs/proceduresguide/1.1.06.html.](https://www.cu.edu/pbs/proceduresguide/1.1.06.html)

## *[Note for Appointments with Additional Compensation, Benefits, or Perquisites Provided by the University to the Appointee]*

*Any additional personal compensation, benefits, or perquisites to be provided by the university to*

*the appointee must be described in the letter of offer. Any such special conditions should be reviewed with a member of the Office of University Counsel through Human Resources for compliance with state law and University policy.*

## *[Include for New or Returning Employees]*

As a condition of employment, the university must verify your employment eligibility. This is in compliance with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Read and comply with the posted campus IRCA policy and submit your documentation to your department human resources liaison before beginning employment at the university. Failure to submit IRCA documentation will result in termination of this appointment.

## *[Include for Current Employees]*

As a current employee at the university, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

## *[Include for All Appointments]*

This offer is contingent upon the successful completion of a criminal, financial, motor vehicle records background check. [**OR**] You have already complied with the background check

requirements of this position.

Internal Revenue Service (IRS) policy requires that the Social Security number and the name of the employee for payroll purposes match the number and employee name found on the Social Security card. This verification is necessary in order to comply with IRS policy and to ensure that you are paid in a timely fashion.

The position to which you will be appointed is exempt from the overtime provisions of the Fair Labor Standards Act, and as such it is not eligible for overtime compensation. [**OR**] The position to which you will be appointed is non-exempt from the overtime provisions of the Fair Labor Standards Act, and as such it is eligible for overtime compensation in the form of compensatory pay or compensatory time, subject to the university’s sole discretion and per the university’s practices and policies regarding overtime approval and documentation.

1. State law and university policy require that you be an employee-at-will in your position and that this employment relationship be terminable at any time. State law specifically states that the following paragraph be included in this letter of offer.

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of

remuneration, shall be owed or paid to you upon or after termination of such contract except for compensation that was earned before the date of termination.

1. You agree to uphold ethical standards appropriate to your position as a university staff member of the university, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by university policies. You agree to comply with all laws, rules, regulations, policies, procedures and resolutions, adopted by the Board of Regents, the University of Colorado, or campus or other unit in which your appointment is made. You also agree to report suspected or known noncompliance as required by regent and university policies. You further agree to meet obligations imposed by federal and state law and university policies including the obligation to report.
2. The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. The terms and conditions of this appointment supersede any conflicting provisions that may be contained in employee handbooks, but may not supersede regent laws or policies or the laws of the State of Colorado. To the extent that the laws and policies of the university conflict with state or federal laws, state or federal laws shall prevail.
3. Once your appointment has been approved by the president, the specific terms and conditions of your appointment, as described in this letter, may be changed only by a duly executed written addendum to this letter of offer. The university may, however, make changes to its employment policies which affect all employees or certain classes of employees and these shall become effective without the necessity of a written addendum to this letter of offer.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me by date. A fully executed copy will be returned to you for your files.

Sincerely,

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Hiring Authority Name, Title, Department Date

I accept this offer of the exempt professional position described above, with the understanding that this offer is conditional upon approval of my appointment by the president of the University of Colorado System Administration.

Agreed to by: \_ \_ \_ \_ \_ Appointee Name Date