Click here to enter a date

Enter full name

Enter address

Enter City, State, Zip

Enter appointee name:

I am pleased to offer you an appointment to the position of Working PERA Retiree, position Enter position #, in the Enter department name at the University of Colorado Boulder. I’m confident that this will be an excellent opportunity for you, and that you will add substantially to our team.

This temporary appointment is effective (Date) and is limited to 110 days of work in any calendar year per PERA requirements. You will be paid $( ) per hour on a biweekly basis for this appointment. This appointment is not eligible for sick or vacation leave, holidays, employee benefits coverage, or annual merit pay increases. The work hours for this appointment may vary and are not guaranteed. Your position will report to (Supervisor Name) as your immediate supervisor.

This offer is contingent upon the successful completion of criminal (include financial and/or motor vehicle if also required) background checks as required*.* There are some additional procedural details of which you need to be aware. Please be sure to review the pages which follow.

Sincerely,

Unit Chair/Director Date  
[Department]

College of Arts and Sciences

Bernadette Stewart, Assistant Dean of Administration Date  
College of Arts and Sciences

***I accept this offer of the temporary university staff position described above and associated terms and conditions, with the understanding that this offer is conditional upon successfully passing background and other requirements listed above.***

Agreed to by:

Enter appointee name Date

**Additional Terms and Conditions**

**Overtime Eligibility**

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. The rate of over-time pay is one and one-half (1 ½) times the regular hourly rate for all hours worked in excess of 40 in a work week. As temporary staff, you may only work overtime with prior supervisory approval. Failure to receive advance, preferably written, approval may result in termination of this appointment.

**Code of Conduct**

You agree to uphold the highest ethical, professional, and legal standards as outlined by the University Code of Conduct found at: <https://www.cu.edu/ope/aps/2027>.

**Drug and Alcohol Policy**

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. Additional information can be found at: http://www.colorado.edu/hr/policies-guidance/alcohol-drugs-guidelines.

**Self-Disclosure Policy**

All employees are required to self-disclose post-offer criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver’s license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this letter represents your agreement to comply with this self-disclosure requirement.

**Required Training**

As a University of Colorado employee, it is required that you complete certain mandatory trainings related to your job or as required by university or campus policy. A list of required trainings is available at <http://www.colorado.edu/hr/training/new-employees>.

**Employment-at-will**

State law specifically requires that you be an employee-at-will in your position. 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 prior to the date of termination.

You agree to uphold ethical standards appropriate to your position as a temporary employee 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 meet all obligations imposed by federal and state law and to comply with all laws, rules, regulations, policies, procedures and resolutions, adopted by the Board of Regents, the University of Colorado, and the campus or other unit(s) in which your appointment is made. You also agree to report suspected or known noncompliance with such laws and policies as required by Regent and University policies.

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.

**OIEC Reporting Responsibility and Mandatory Training**

In order to ensure a safe and non-discriminatory campus environment, all employees with authority to hire, promote, evaluate, discipline, grade, formally advise, or direct faculty, staff, students, or university programs are considered “responsible employees” and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving any member of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Training is required on related university policy. A list of required training is available at: https://www.colorado.edu/hr/new-employees .

**Research Related Terms and Conditions**

By signing this offer letter, you acknowledge that you have read and agree to the University Administrative Policy entitled Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization as periodically revised and updated (“Policy”). As a condition of your employment, you agree to abide by the terms of this Policy and agree that you shall assign and hereby do assign all discoveries in which the University has an interest as defined in the Policy.