**6 Important Things to Discuss with the Preferred**

**Candidate Before They Accept the Position**

1. Salary
   1. Paid Monthly
   2. Eligible for overtime –yes or no
   3. Essential Services – yes or no
   4. Work schedules
      1. Work Hours (8 hour day/ 8am to 5 pm or 10 hour day / 7am to 6pm )
      2. Required to work Evening or Weekends or Holidays
      3. Required to work Events
2. Pay Raises
   1. Classified
      1. If approved, a yearly raise would be effective on July 1
      2. Percentage of pay increase is determined by the State Legislator
   2. University Staff
      1. If approved, a yearly raise would be effective on July 1
      2. Not eligible for a pay increase if hired between February 1 and June 30
      3. Not eligible for a pay increase if the employee receives a change in pay between February 1 and June 30
      4. Percentage of pay increase is determined by the Board of Regents
3. Benefits
   1. Web address: www.cu.edu/employee-services
      1. Health Plans
      2. Health Plan Cost
      3. Provider Locations
      4. Who is covered
4. Mandatory Retirement Contributions
   1. CU contributes 10% of pay to retirement for both classified & university staff
   2. Classified Staff
      1. PERA – Public Employees’ Retirement Association
      2. 2017 PERA members contribute 8 % of pay vs Social Security contribution of 6.2%
   3. University Staff
      1. 401a Retirement Plan
      2. Staff contribute 5% of gross pay
5. Parking
   1. Cost – As of August 2018: Lot Close to Work $55 per month/Peripheral Lot $47 per month/Unpaved Lot $37 per month/ Motorcycle $18 per month
   2. Availability – Parking lots might not have availability to purchase a permit
   3. Location – Parking lots might be within walking distance of work
   4. Other transportation options
      1. Bus Pass: Eco-Pass
      2. Vanpooling/Carpool
      3. CarShare: eGo CarShare and Zipcar reduced membership rates
      4. B-Cycle: Unlimited Pass at a Discount
6. Work Wear
   1. Required work wear
   2. You may be required to have personal protective equipment