**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