Date

Employee full name

Employee ID #

**Research Faculty Addendum Template**

Dear Employee name:

This is an addendum to your offer letter for the position of Position title, position # position #.

Include paragraph for extension of appointment. *(Otherwise delete)*

This is to inform you that your appointment end date is being extended from date to end no later than date.

Include paragraph for change in appointment start date. *(Otherwise delete)*

This is to inform you that your appointment start date is being changed from date to date.

Include paragraph for ongoing change in percent of appointment. If rate of pay drops below $684 per week ($35,568 annually) or changes to hourly, please include the additional FLSA text below. *(Otherwise delete)*

This is to inform you of an choose an item. in your appointment. Effective date, your appointment will change from percentage% to percentage% time. Your hourly rate of pay will remain the same, however your monthly salary will change from $X,XXX at percentage% time to $X,XXX at percentage% time. Your sick and vacation leave accrual rates will be adjusted accordingly. Contact Employee Services at 303-860-4200 to discuss any questions you have about the potential impacts of this change to your health, life, or retirement benefits.

**[REQUIRED TEXT if paid hourly or less than $684 per week ($35,568 annually)]** Your pay rate no longer meets criteria under the FLSA to be exempt from overtime.As such, you are now 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. Should your pay rate exceed $684 per week on a salaried basis, your appointment will return to being exempt from the overtime provisions of the Fair Labor Standards Act.

Include paragraph for ***temporary*** change in job responsibilities in current position. *(Otherwise delete)*

This is to inform you of a temporary increase in your appointment due to description of temporary responsibilities. Effective date your salary will be temporarily increased to $X,XXX per month. Effective date these temporary duties will end, and your salary will return to $X,XXX per month.

Include paragraph for ***ongoing*** change in job responsibilities in current position. Please note a promotion request form is required to be completed first. *(Otherwise delete)*

I am pleased to inform you of a change in your appointment effective date as a result of additional responsibilities assigned to your position, including insert description. To reflect these new responsibilities, your salary will be increased to $X,XXX per month. Your new salary is equivalent to a fiscal year salary of $X,XXX. **[OR]** Your salary will continue at the current amount of $X,XXX per month, which is equivalent to a fiscal year salary of $X,XXX.

Include paragraph for a promotion in current position (job code/job title change). Please note a promotion request form is required to be completed first. *(Otherwise delete)*

I am pleased to inform you of a change in job title for your appointment from working title and job code title toworking title and job code title effective date as a result of additional responsibilities assigned to your position, including insert description. To reflect these new responsibilities, your salary will be increased to $X,XXX per month. Your new salary is equivalent to a fiscal year salary of $X,XXX. **[OR]** Your salary will continue at the current amount of $X,XXX per month, which is equivalent to a fiscal year salary of $X,XXX.

Include paragraph for ongoing increase in base pay due to equity. Please note a promotion request form is required to be completed first. *(Otherwise delete)*

I am pleased to inform you that the following base pay adjustment is being made to address a pay inequity issue. Effective date, your salary will be increased to $X,XXX per month. Your new salary is equivalent to a fiscal year salary of $X,XXX.

Include paragraph for ongoing increase in base pay due to counteroffer.Please note a promotion request form is required to be completed first. *(Otherwise delete)*

I am pleased to inform you that the following base pay adjustment is being made in response to the recent job offer you received from name of department or organization. Effective date, your salary will be increased to $X,XXX per month. Your new salary is equivalent to a fiscal year salary of $X,XXX.

Include for base pay increases effective September 2nd – January 1st. *(otherwise delete)*

As a result of this base pay increase, you are not eligible for a salary increase during the current year’s merit process.

***All other terms and conditions of the original letter of offer remain unchanged. Please acknowledge that you have received this information by signing below.***

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name, Title Date  
Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Dean/Chair/Institute Director Name, Title Date  
Department

***I acknowledge that I have read and understood the changes to my research faculty appointment described above.***

Agreed to by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Date