SAMPLE JOB OFFER TO Temporary University Staff

*Use Department/CU-Boulder Letterhead*

Date

Name

Street Address

City, State, Zip

Email Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to offer you the position of Temporary University Staff (*you may use a working title here, if appropriate*), position # xxxxxx in the DEPARTMENT/UNIT at the University of Colorado Boulder.

Option 1:

This appointment is not expected to exceed nine months, effective DATE. Please note that after nine months of work there must be a three month break before being eligible to work again in another temporary appointment at CU.

Or, Option 2:

This appointment is not to exceed twelve months, effective DATE. Please note that after twelve months of work there must be a six month break before being eligible to work again in another temporary appointment at CU.

This appointment is not eligible for sick or vacation leave, holidays, annual merit pay increases, nor employee health, retirement or related benefits, except those required by law. The hours for this appointment may vary and are not guaranteed.

This offer is contingent upon the successful completion of a Criminal and other background checks as required; an Excluded Parties List System check; reference check; verification of your academic degree(s) where required; and verification of your employment eligibility. **Note: Due to the closure of many government offices in relation to the COVID-19 crisis, your background check may not complete prior to your start date. Your appointment will begin on the date indicated on this offer letter and will remain contingent on successfully completing the full background check when circumstances allow.** *(Or include, “You have already complied with the background check requirements for this position.”)* Your position will report to SUPERVISOR NAME as your immediate supervisor. There are some additional procedural details of which you need to be aware. Please be sure to review the pages which follow.

Your hourly salary will be $XX.XX per hour and will be paid bi-weekly. This position is eligible for overtime. 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. Temporary staff may only work overtime with prior supervisory approval. Failure to receive advance, preferably written, approval may result in termination.

**Employment Eligibility Check (Work Authorization)**

You must provide proof of identity and authorization to work in the United States. 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 prior to beginning employment at the University. Failure to submit IRCA documentation will result in termination of this appointment.

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.

**Self-Disclosure Policy**

Please note that all employees are required to self-disclose post-employment 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://hr.colorado.edu/Pages/MandatoryTraining.aspx>.

**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.

**University and State of Colorado Terms and Conditions**

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 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.

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.

If you have any questions or need additional information, please don't hesitate to contact me at XXX-XXX-XXXX. Welcome to the University of Colorado Boulder. *We/I* look forward to working with you. Please sign and date below, and return this letter to me within 3 business days. A copy will be provided to you.

Sincerely,

Appointing Authority Name

Title

I accept the terms of this job offer:

Signature

Date