

***University Staff Addendum***

***(To be used when current University Staff employee is staying in the same position and there is a change to the current appointment).***

***Rev. 3/2024***

Date

Name

Address (use home address even if internal applicant)

City

Dear Name:

I am pleased to inform you that, effective on (date), your full-time position will be changed to (new title), a University Staff (unclassified) position in the Department of at the University of Colorado Anschutz Medical Campus. Your salary will be increased to OR remain at $xx,xxx per fiscal year ***optional:*** commensurate with your new responsibilities. This offer is contingent upon approval by the Vice Chancellor and is contingent upon you passing a criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. University policy also requires employees to disclose any new criminal convictions.

Your start date is expected to be \_\_\_\_\_\_.

1. *(Optional - Please consult Human Resources to verify officer status.* ***If this is an officer position, add the following):*** This position is defined as an officer of the administration (or of the University).

*Optional:* You will not be eligible for any subsequent merit increases on July 1, 20\_\_.

***(Optional - If this is an officer position, add the following and provide the form (link included):*** Officers must sign the Officer’s Fiscal Code of Ethics statement.  This position is defined as an officer of the administration, so you must complete the course, CU Record of Acknowledgment: Officer’s Fiscal Code of Ethics.  Information on the code, including instructions for course completion, can be found at: <https://www.cu.edu/controller/fiscal-code-ethics>

*Optional paragraph for any special arrangements (e.g., incentive bonuses, special work arrangements, conference travel, unique work hours, accommodations, etc.)*

1. All other terms and conditions of your appointment will remain unchanged.

Once your appointment has been approved, the specific terms and conditions of your appointment, as described in this letter of offer, may be changed only by a duly executed written addendum. 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.

Please indicate your willingness to accept this offer by returning this original letter with your signature below.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

*Appointing Authority Name / Title*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

*Dean, School/College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

  *Employee name*