## 

*University Staff/Classified Addendum Offer Letter Template*

*Rev. 04/2025*

Date

Name

Address (use home address even if internal applicant)

City

Dear Name:

**FOR BASE BUILDING COUNTER OFFERS:**

1. I am pleased to inform you that, effective on *DATE*, your base salary will be increased to $*XXXX.XX* per year. This adjustment is being made as a counteroffer to a verifiable job offer received from you in writing.

**FOR IN-RANGE SALARY ADJUSTMENTS WITH NO CHANGE IN JOB CLASS:**

I am pleased to inform you that the *SCHOOL/DEPARTMENT NAME* agrees to increase your base pay to $*XXXX.XX* per year, effective *DATE*. This in-range salary adjustment is being initiated because: [*Include statement explaining how employee met the expectations of the required performance/training plan, or in some limited circumstances, a statement about how this is commensurate with new job responsibilities and detail new responsibilities]*

**FOR EQUITY/COMPRESSION IN RANGE SALARY ADJUSTMENTS:**

I am pleased to inform you that, effective on *DATE*, your base salary will be increased to $*XXXX.XX* per year. This change in salary agreement is being initiated as a result of a salary equity review.

1. **FOR CHANGES TO FLSA STATUS (Exempt/Non-Exempt), COVERED OR NON-COVERED STATUS, AND/OR ESSENTIAL OR CRITICAL:**
2. *[Instructions – For University Staff voluntary FTE changes please use the Voluntary Change in FTE template on the Central HR website. For Classified Staff, please proceed with the following language.*
3. *The statements below should be included for voluntary or non-voluntary changes as they are the result of a percent of the time, classification or FLSA guidance changes.]*
4. **OPTION 1: MOVING TO FLSA EXEMPT & NON-COVERED:**
5. As a result of your CHANGE (ex. percent of time change, classification, federal guidance), beginning on DATE, your position is now above the FLSA minimum salary threshold and will be exempt. However, this change will no longer make your role eligible for overtime.
6. With this change to exempt, this role will now be designated as Colorado WINS non-covered and ***(IF APPLICABLE)*** will be designated as critical.

**OR**

1. **OPTION 2: MOVING TO FLSA NON-EXEMPT & COVERED:**
2. As a result of your CHANGE (percent of time change, classification, federal guidance), your position has fallen below the FLSA minimum salary threshold, and your position will be non-exempt and overtime eligible. Beginning DATE, you will need to begin recording and documenting all hours worked. You should obtain supervisor approval for any additional hours beyond your standard hours and/or overtime hours prior to working those hours.
3. With this change to non-exempt, this role will now designated as Colorado WINS covered and ***(IF APPLICABLE***) is designated as essential.
4. Your signature on this letter represents your agreement to accept compensatory time in lieu of cash payment for overtime. The rate of compensatory time is one and one-half (1½) times the actual overtime hours worked. Although using compensatory time in lieu of cash payment is our preferred arrangement, we retain the option to use cash payments for overtime compensation. Compensatory leave must be used as soon as possible and any compensatory time over 240 hours should be paid out on the next regular pay period. It is campus policy that overtime eligible staff may work overtime only with prior supervisory approval.
5. **STANDARD LANGUAGE, MUST INCLUDE FOR ALL:**
6. *Optional:* You will not be eligible for any subsequent merit increases on July 1, \_\_\_\_.
7. This offer is contingent upon approval by the Vice Chancellor.
8. 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: \_\_\_\_\_\_\_\_\_\_

*Hiring Authority Name / Title*

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

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

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

*Employee name*