

CONFIDENTIAL

[Date]

[Name]

[Mailing Address]

Dear [First Name]:

I am pleased to offer you the position of *[official title]* in *[location]* with Colorado State University Extension effective *[Date]*. This offer has the approval of the Interim Provost and Executive Vice President Rick Miranda, acting under the authority delegated to him by the Board of Governors, Colorado State University's governing board.

This is a *[full; part]*-time *[regular; special; temporary]* *[__-month - Change if applicable: Most Extension appts are 12-month appts]* 12-month appointment at a starting salary of *[\$[Dollar Amount]* per annum, plus benefits. Your duties will be as described in the job description. This is an Administrative/Professional position and pursuant to State Statute, C.R.S. 24-19-104, all Administrative Professionals are "employees at will" and their employment is subject to termination by either party at any time, although a termination cannot be for a reason that is contrary to applicable Federal, State, or local law.

Please familiarize yourself with the policies and regulations outlined in the ***Academic Faculty and Administrative Professional Manual***. Sections D and J are especially germane, as they outline the responsibilities and expectations for Administrative Professionals. Section G of the Manual describes Privileges and Benefits, and Section F of the Manual describes Colorado State University Leave policies. The Manual can be accessed at www.facultycouncil.colostate.edu/files/manual/table.html. Also please review the benefits manual found at www.hrs.colostate.edu/benefits/index.html. We have requested that the CSU Benefits Office email your benefits information. If you have not received the benefits information via email, please contact CSU Benefits Office at 970-491-6737. This is also the number to call for questions regarding benefits. If you do not sign up for benefits within 30 days of your date of hire, you will not be eligible.

The purpose of providing a moving allowance for new or relocating employees is to enable the employee to move closer to the newly assigned work location. Given this purpose, moving expenses will only be paid when the move is for a distance of more than 50 miles and enables the new employee to be at least 50 miles closer to the assigned work location. If your move meets these criteria, the institution will pay reasonable relocation costs within 12 months of your start date until *[Date]*, to a maximum of \$7,500. You will need to secure at least two guaranteed bids from moving companies and get prior approval for the moving expenses. Included in the financial limits stated above would be reasonable costs of your visits to look for housing. Payments cannot be made prior to the official start date of the appointment. In the event that you choose to relinquish your position, for reasons within your control, before your one-year anniversary date, you will be required to reimburse the University for all moving and relocation expenses, including in-kind services. The university's Moving Manual and Moving Expense Pocket Guide can be found under Guides and Manuals at <http://busfin.colostate.edu/guides.aspx>. *[Include if not already sent: Attached please find the Moving Authorization Form.]*

Your position requires that from time to time you travel on university business within the state of Colorado. This letter constitutes the authorization for such in-state travel (except when using a commercial airline), in accordance with the requirements of the University's Financial Policy and Procedure instructions. Out-of-state travel and in-state commercial air travel require approval before travel begins.

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On or before your starting date, we will need a signed Administrative Professional Certification form to confirm your agreement with the terms of this offer. Please contact Denise Parcesepe, CSU Extension Fiscal Office at (970) 491-7526 Denise.Parcesepe@colostate.edu for completion of the certification form, <and> other payroll paperwork. <Include if moving expenses apply: and any questions you may have about moving expenses>. For orientation information, please contact Donna Newton, CSU Extension Human Resources Office (970) 491-7866. CSU Extension Technology will be in contact with you to regarding email, listservs, etc.

We ask that you plan to attend the next Extension New Staff Orientation. Information will be sent to you when it is known.

We are pleased to welcome you to our staff. I appreciate your willingness to accept this important and challenging assignment. I look forward to working with you to enhance the quality of Colorado State University Extension programs. To confirm your acceptance of this position, please sign below and return the original upon receipt. Please retain a copy for your records.

Sincerely,

Deborah J. Young
Associate Provost and
Director of CSU Extension

DJY:drm

Enclosure: New Employee Checklist
Stamped, return envelope
[Include if applicable: Moving Authorization form]

I accept your offer of the aforementioned position:

Signature

Date

xc: Rick Miranda, Interim Provost and Executive Vice President
Valerie Monahan, Business and Financial Services
[Include if applicable: Name], Regional Director
[Include if applicable: Name], [Add County Name] County Extension Director
Wes Scharf, Fiscal Office
Denise Parcesepe, Fiscal Office

Include in above offer letter below paragraph only when applicable:

If applicable:

Since you are a Foreign National on a limited visa, it will be your responsibility to seek Lawful Permanent Resident Status from the Immigration and Naturalization Service, but the Department of _____ will assist you in this process. Aside from whatever administrative help we may be able to provide, we will pursue approval of financial support to help defray reasonable expenses in achieving such status.

Note:

Mark all envelopes confidential

Add stamped, return envelope

Add checklist and Moving Authorization form if applicable