



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## BOARD OF REGENTS

### 6. UNIVERSITY AND CLASSIFIED STAFF

#### Policy 6.C: Appointments of Staff

##### 6.C.1 Letter of Offer

To ensure the integrity of the appointment and salary approval process, each appointment at the university must be documented in a letter of offer. Such letters shall include all provisions of employment as required by university policy and state and federal law. Letters should follow a consistent format for each personnel group. The administration may develop and maintain an administrative policy statement specifying the required format for each personnel group. Details can be found in [APS 5023 – Letters of Offer for University Staff](#).

##### 6.C.2 Conditions of Appointments

###### (A) Employee-at-will

In accordance with C.R.S. § 24-19-104 university staff shall be employees-at-will in their university staff positions unless expressly provided an employment contract authorized by C.R.S. § 24-19-104(1.5). The appointment is terminable by either the employee or the appointing authority at any time, with or without cause, and with or without notice. The terms and conditions of an appointment shall be set forth in a letter of offer in compliance with state law and university policy.

###### (B) Term employment contracts and employment extensions

In accordance with C.R.S. §§ 24-19-104(1.5) and 24-19-108(e), each campus and system administration may extend term employment contracts or employment contract extensions of not more than five years that must be approved by the Board of Regents. A term employment contract has an explicit termination date and means that the appointment does not continue after that date unless the Board of Regents approves an extension of the term employment contract.

A term employment contract for a specific term is not a guarantee of a particular position, set of duties, or salary for the term of appointment. The appointing authority may make an administrative reassignment at a salary appropriate for the new position.

All other term employment contracts shall be permitted only as allowed by Colorado statute and subject to approval by appropriate campus officers.

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45 **History:**

- 46 • Adopted: September 7, 2017.
- 47     ○ Includes policy previously contained in Regent Policy 3.G.A – 3.G.B regarding definitions
- 48         and conditions of appointment for university staff and Regent Policy 11.A regarding
- 49         letters of offer.
- 50 • Revised: February 10, 2022 - revised for changes related to the Colorado Equal Pay for
- 51     Equal Work Act and made retroactive to January 1, 2021.
- 52 • Last Reviewed: September 7, 2017.

KEEP AS IS