



[Date]

[Name]

[Mailing Address]

Dear [Name]:

This is a formal offer for the position of *[official title]* at Colorado State University, effective _____ . This offer has the approval of the Provost and Executive Vice President, Rick Miranda, acting under the authority delegated by the Board of Governors of the Colorado State University System, Colorado State University's governing board.

This is a *[full; part]*-time *[regular; special; temporary]* 12-month appointment at a starting salary of \$_____ (*if applicable: at X% effort based on a full-time salary of \$XX,XXX*) plus *[insert if temporary: appropriate]* benefits. Your assignment will be in the _____ County Extension Office in *[City, CO]*, and your duties will be as described in the job description. This is an Administrative Professional position and in accordance with Colorado 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 and for any reason, although the termination cannot be for a reason that is contrary to applicable Federal or Colorado law. Accordingly, you are an "at will" employee of Colorado State University.

If applicable:

As part of your conditions of employment, this position requires a completed master's degree relevant to the position within five years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Vice President for Engagement and Extension.

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/. Also, please review the information pertaining to benefits found at www.hrs.colostate.edu/benefits/index.html. In addition, information about other employment related policies and resources offered by CSU's Office of Equal Opportunity can be found at <http://oeo.colostate.edu/>.

The State of Colorado provides 10 holidays per year. Your holidays will coincide with _____ County's government's holiday schedule.

If applicable:

This position has been designated as non-exempt and is eligible for overtime under the Fair Labor Standards Act (FLSA). You are required to track and document any compensable hours. The established work week for all University departments shall be 168 consecutive hours

beginning 12:01 a.m. each Saturday. The hours worked in excess of 40 in a single work week will be paid at a rate of one and one half times the employee's hourly rate, or shall be taken as compensatory time, unless the excess hours are balanced with time off during the same week, keeping the weekly total to 40 hours or less. Please review the Human Resources Manual, Section 1: General Provisions regarding hours worked, overtime, and overtime eligibility.

If applicable:

Since you are a Foreign National on a limited visa, it will be your responsibility to understand the immigration regulations governing your visa status in the United States and to work closely with your advisers at the Office of International Programs for assistance in maintaining lawful status throughout your employment at Colorado State University.

[Optional: Aside from whatever administrative assistance we may be able to provide, your sponsor will help to defray reasonable expenses in achieving appropriate visa status.]

If applicable:

Extension will assist with your reasonable relocation and moving expenses in an amount not to exceed \$3,000, subject to and in accordance with applicable policy. You will need to secure at least one guaranteed bid from a CSU approved moving company and get prior approval for the moving expenses. Included in the financial limits stated above would be reasonable costs of your visit(s) to look for housing.

Payments cannot be made prior to the official start date of the appointment. Please be aware moving expenses are taxable to the employee through their pay advice in the calendar year in which they are either directly reimbursed or paid to a third party vendor. 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 information on moving expenses can be found at <http://www.procurement.colostate.edu/procurement/moving.aspx>

It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need accommodations, please contact the Office of Equal Opportunity.

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

Sincerely,



Blake Alan Naughton, Ph. D.
Vice President for Engagement and Extension

I accept your offer of the aforementioned position:

Signature

Date

xc: [Director]