Standard Offer Letter for Administrative Professional Appointments

[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, Marion K. Underwood, acting under the authority delegated to her 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]* \_\_-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 *[Department of; Unit]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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.

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 <https://facultycouncil.colostate.edu/>. Also, please review the information pertaining to benefits found at <https://hr.colostate.edu/current-employees/benefits/>. 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/.](http://oeo.colostate.edu/)

**If applicable *(consult with Human Resources)*:**

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:**

We have agreed to a start-up package consisting of the following elements:



**If applicable:**

The institution will pay your reasonable relocation costs for your move to Fort Collins, subject to and in accordance with applicable policy. Please be aware, however, that expenses in excess of $13,000 require approval in advance by the Provost and Executive Vice President and the Vice President for University Operations. You will need to secure 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 Fort Collins to look for housing.

[OR]

The *[department/college/unit]* will assist with your reasonable relocation and moving expenses in an amount not to exceed $\_\_\_\_\_\_\_, subject to and in accordance with applicable policy. You will need to secure at least one guaranteed bids from a CSU approved moving companies and get prior approval for the moving expenses.

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 <https://procurement.colostate.edu/relocation-services-moving/>

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 the original to me by \_\_\_\_\_\_\_\_\_\_\_. Please retain a copy for your records.

Sincerely,

# [Name]

# Head, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Director (if applicable)]

I accept your offer of the aforementioned position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

xc: [bfs\_ap\_offerletters@colostate.edu](mailto:bfs_ap_offerletters@colostate.edu)

[Dean (if applicable)]

[Director (if applicable)]

(*Revised January 2024)*