Date

Appointee full name

**Temporary Researcher Offer of Appointment**

(job code 1314 only)

Appointee name,

We are pleased to offer you the position of Temporary Researcher (Working title), position # Position # in the Department name at the University of Colorado Boulder.

This is a *temporary research faculty* appointment. The position will report to Supervisor name and their position title. Your salary will be $ XX.XX per hour and will be paid bi-weekly. This appointment is not to exceed nine months, effective start date. Please note that after nine months of work there must be a three month break before being eligible to work again in another temporary appointment at CU. **OR** This appointment is not to exceed twelve months, effective start date. Please note that after twelve months of work there must be a six month break before being eligible to work again in another temporary appointment at CU.

This appointment is not eligible for vacation leave, holidays, annual merit pay increases, nor employee health, retirement or related benefits, except those required by law. This appointment will accrue 0.034 hours of sick leave for every hour worked, and accruals will be calculated after each bi-weekly payroll cycle. The hours for this appointment may vary and are not guaranteed.

This position is eligible for overtime. The rate of over-time pay is one and one-half (1 ½) times the regular hourly rate for all hours worked in excess of 40 in a work week. Temporary researchers may only work overtime with prior supervisory approval. Failure to receive advance, preferably written, approval may result in termination.

This offer is contingent upon the successful completion of a Criminal and other background checks as required. You will receive an e-mail from the university’s external vendor, HireRight Customer Support (customersupport@hireright.com), which will direct you to complete the authorization form on-line.

We invite you to visit the HR website at <https://www.colorado.edu/hr/employees> for information about training, employee services, and other important things you should know as an employee at the University of Colorado Boulder.

Sincerely,

[Supervisor Name, Title] Date
[Department]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**
[Dean/Chair/Institute Director Name, Title] Date
[Department]

***My signature below indicates I accept the terms of this job offer.***

Agreed to by:

Appointee Full Name Date

**Additional Terms and Conditions**

**Employment Eligibility Check (Work Authorization)**

You must provide proof of identity and authorization to work in the United States. This is in compliance with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Read and comply with the posted campus IRCA policy and submit your documentation prior to beginning employment at the University. Failure to submit IRCA documentation will result in termination of this appointment.

Internal Revenue Service (IRS) policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary in order to comply with IRS policy and to ensure that you are paid in a timely fashion.

**Self-Disclosure Policy**

Please note that all employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver’s license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this letter represents your agreement to comply with this self-disclosure requirement.

**Code of Conduct**

You agree to uphold the highest ethical, professional, and legal standards as outlined by the University Code of Conduct found at: <https://www.cu.edu/ope/aps/2027>

**Drug and Alcohol Policy**

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. Additional information can be found at: <https://www.colorado.edu/hr/policiesguidance/alcohol-drugs-guidelines>.

**Required Training**

As a University of Colorado employee, it is required that you complete certain mandatory trainings related to your job or as required by university or campus policy. A list of required trainings is available at <https://www.colorado.edu/hr/new-employees#required_training-181>.

**Employment-at-will**

State law specifically requires that you be an employee-at-will in your position. Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination.

**University and State of Colorado Terms and Conditions**

You agree to uphold ethical standards appropriate to your position as a university staff member of the University, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by University policies. You agree to meet all obligations imposed by federal and state law and to comply with all laws, rules, regulations, policies, procedures and resolutions, adopted by the Board of Regents, the University of Colorado, and the campus or other unit(s) in which your appointment is made. You also agree to report suspected or known noncompliance with such laws and policies as required by Regent and University policies.

The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. The terms and conditions of this appointment supersede any conflicting provisions that may be contained in employee handbooks, but may not supersede Regent laws or policies or the laws of the State of Colorado. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail.

The specific terms and conditions of your appointment, as described in this letter, may be changed only by a duly executed written addendum to this letter of offer. 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 to this letter of offer.

Effective January 1, 2010, positions which are funded by federal contracts require that the University verify your employment eligibility through the federal E-verify program: if your position will be funded by a federal contract, your employment with the University is contingent upon final confirmation of your employment eligibility by E-verify. Please be aware that you are subject to termination if the University receives a final non-confirmation of your employment eligibility.

**Research Related Terms and Conditions**

By signing this offer letter, you acknowledge that you have read and agree to the University Administrative Policy entitled *Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization* (<https://www.cu.edu/ope/aps/1013>) as periodically revised and updated. (“Policy”). As a condition of your employment, you agree to abide by the terms of this Policy and agree that you shall assign and hereby do assign all discoveries in which the University has an interest as defined in the Policy.

If work involves export-controlled technology, your employment may be contingent upon obtaining an export license from the Depart of State, Commerce or Treasury. The Office of Export Controls can assist in making this determination and applying for authorization. For inquires, contact exportcontrol@colorado.edu.