Date

Name

Address

City, State Zip

Dear Name:

I am pleased to offer you a non-tenure track Student Assistant appointment in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the College of Liberal Arts and Sciences. This appointment is not eligible for and does not lead to the award of tenure. This offer is contingent upon your passing of the criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. University policy also requires employees to disclose any new criminal convictions.

Your appointment is a part-time at-will appointment. Your appointment begins \_\_\_\_, 2025 and ends on \_\_\_\_, 2025. You will be paid an hourly rate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your salary is considered an open record under Colorado law and may be provided publicly. You will be paid biweekly beginning \_\_\_\_\_\_\_\_\_\_.

Your initial responsibilities include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be expected to work \_\_ hours per week. Future responsibilities, if any, and future changes, if any, will be determined by your Department Chair in consultation with you and communicated to you in writing. You will report to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as your supervisor.

As a condition of employment, you are expressly subject to the rules and policies of the Regents of the University of Colorado. This is an at-will appointment. Your employment is subject to termination by either you or the University at any time. Except as provided by law, no compensation shall be owed or paid to you upon or after the termination of your employment unless it was earned prior to termination.

This part-time appointment is without group health, life insurance, and retirement benefits. As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours of sick leave for each hour worked.  The maximum accrual is 48 hours per fiscal year. Federal law requires that undergraduate students be enrolled for a minimum of 6 credit hours and graduate students be enrolled for a minimum of 3 credit hours for the term in which they are employed, including summer, to be exempt from the Colorado Student Retirement Plan. Students working in the semester in which they will graduate are not held to this minimum credit hour requirement. If you do not meet these minimum requirements, you will automatically be enrolled in the Student Retirement Program.

Student assistant appointments are reserved for students actively enrolled and participating in an approved undergraduate or graduate program. Prior to assuming your job duties, you will be required to provide proof of enrollment in an undergraduate or graduate program to your employing department.  If your enrollment status changes, please notify your department and supervisor immediately.  Your enrollment status is subject to verification at any time.  If you are found to not be actively enrolled, your appointment could be subject to immediate termination.

Students may work a maximum of 25 hours per week or 50 hours total per biweekly payroll period during the fall and spring semesters, provided that no single week in that period exceeds 40 hours. Work hour limits apply to all positions held at CU combined. You must disclose to your employing department any other employment you have with the University of Colorado.

***(For international students only****)* In accordance with the Immigration and Naturalization Service (INS) regulations, international students may not work more than 20 hours per week, regardless of the number of positions the individual holds, while classes are in session during the spring and fall semesters. During the summer, international students may work on campus in a student hourly position a maximum of 40 hours per week.

As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This is in compliance with Federal law, which requires every employee to complete a Form I-9, Employment Eligibility Verification, and to provide approved documents for examination. Please read and comply with the posted campus I-9 policy. You must complete Section 1 of the I-9 no later than your first day of employment. Your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of your first day of employment. You must present your original, hard copy documentation to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **Job Title of Department Administrator, (address)** within three 3 business days of your date of employment. *Failure to submit IRCA documentation will result in the 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. Please present your Social Security card to **Department Administrator Name** prior to beginning employment. *Failure to present a valid Social Security card will result in termination of this appointment.*

**OR**

As a current employee or former employee at the University of Colorado within the last 3 years, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

All employees of the University of Colorado must complete an online training course on prevention of discrimination and harassment within 30 days of hire. Course information can be found through the CU Resources tab in the CU employee portal. Student faculty with access to the University CU-SIS system must also complete an online course regarding student record confidentiality (FERPA).

By accepting this appointment, you become subject to and agree to comply with all Laws, resolutions, rules, and regulations adopted by the Board of Regents, and with all policies and regulations adopted by the University, by the University of Colorado Denver, and by the College of Liberal Arts and Sciences as they may be amended from time to time.

We look forward to your acceptance of this offer and to your contributions to the University of Colorado Denver.

Sincerely,

Department Chair

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, CLAS

University of Colorado Denver

I accept this offer as written above:

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Signature Date