<Date>

<Preferred name>

<Address>

Dear First Name OR Dr. Surname only:

UCCS is delighted to offer you an interim university staff appointment to the position of Interim <job title>in the <name of department/college> department/college, subject to the approval of the <approval authority>. You will report to <supervisor name/title>. This appointment is effective <start date>, and is expected to end <end date>. You will receive $<monthly rate> per month until the interim appointment ends.

ADD APPROPRIATE REQUIRED PARAGRAPH

This appointment is at-will, which means you do not have a contractual right, express or implied, to remain in the university’s employ and where either you or the university may lawfully terminate the employment relationship at any time, with or without cause. Except as provided by applicable 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.

The following are additional terms and conditions applicable to your appointment. By state law or university policy, these terms must be included in this letter of offer. The terms and conditions of this acting or interim appointment as stated in this letter of offer supersede any conflicting provisions that may be contained in employee handbooks, but may not supersede regent laws or policies or state law. However, the terms and conditions of this acting or interim appointment are subject to any changes to the university's employment policies that affect all employees of the university staff class, as applicable.

In accepting this appointment, you agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, and policies, and reporting suspected or known noncompliance as required by regent and university policies. You agree to:

a. Meet obligations imposed by federal, state, and local law; including the obligation to report

b. 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 in which your appointment is made, including but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by university policies and report suspected or known noncompliance as required by regent and university policies. For a list of university-related policies go to: [www.cu.edu/policy/resources](http://www.cu.edu/policy/resources). Campus policies are available at: https://vcaf.uccs.edu/policies/uccs/policies.

c. Uphold ethical standards appropriate to your position as a university staff member by reviewing and abiding by the University of Colorado Code of Ethics [(APS 2027-Code of Conduct)](https://www.cu.edu/ope/aps/2027).

No compensation, whether as a buy-out of the remaining term of employment pursuant to a contract, as liquidated damages, or as any other form of remuneration, shall be owed or paid to you upon or after termination of such employment except for compensation that was earned prior to the date of termination or as otherwise required by applicable law.

Please notify me of your willingness to accept this appointment by electronically signing this letter of offer by <date>. We look forward to your acceptance of this offer and your contributions to the university.

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

Name

Dean/Executive Director/Director or Other Title

Concurred by:

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

Name

Vice Chancellor for \_\_\_\_\_\_\_\_\_\_\_

I accept this offer of the university staff appointment described above.

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

Signature

**Request for Approval**

Personnel Action: interim hire

Department:

Job Title:

Monthly Rate: $

Notes:

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

Reviewed by Human Resources

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

Reviewed by Academic Affairs – Kyle Gruenhagen (if applicable; otherwise please omit)

**REQUIREMENT FOR ALL LETTERS:** Add one of the three following paragraphs below as the second paragraph to outline expectations for the employee’s current position at UCCS.

The duties outlined in the position description below are expected to be performed in addition to the duties in the position you currently hold as <position title>.

Your current position as <position title> will remain open during the time frame that you hold the interim position and will be available to return to once the interim role ends. The duties of your previous role will be split between others in the department for appropriate pay. Your current job expectations are outlined in the job description below.

Your current position as <position title> will be filled on a temporary basis for the duration of the interim appointment.

**POSITION NUMBER:** If a position number is warranted per the decision tree, update the first sentence in the first paragraph to the following:

UCCS is delighted to offer you an interim university staff appointment to the position of Interim <job title>in the <name of department/college>, position #XXXXXXXX, subject to the approval of the <approval authority>.

**ADDITIONAL BACKGROUND CHECKS:** Add any appropriate statements below in the background check section.

For positions which require professional licensure: type of license and educational verification

For positions driving UCCS vehicles: motor vehicle check.

For positions at a director/chair level or above, and positions in campus departments with centralized and primary responsibility for significant University resources: credit history check

List other pre-employment conditions of the position, such as drug screening, etc., if applicable.

**ESSENTIAL EMPLOYEE DESIGNATION:** Add the following as the paragraph before the terms and conditions paragraph.

You are designated as an essential employee. You may be required to “stay late” or “come in early”, as needed. You may also be required to respond to any emergencies as needed.

**OFFICER:** If interim position is an officer, add the following paragraph after the at-will paragraph and add the Office Fiscal Code of Ethics on next page for new hire to sign.

This position is defined as an officer of the administration. As an officer of the administration, it is required that you adhere to the Officer’s Fiscal Code of Ethics (Administrative Policy Statement #4016) and demonstrate your awareness of, and compliance with the policy by completing Fiscal Code of Ethics Acknowledgement for Officers (attached).

**University of Colorado Fiscal Code of Ethics Acknowledgement for Officers**

**Background**

Under Regent Policy, all *employees* are entrusted with the responsibility of preserving *university resources* and using those resources in a prudent manner for their designated purposes, as prescribed by policies, laws, regulations, and rules, and contracts, grants, and donor restrictions (Regent Policy 13-F).

Furthermore:

* As public *employees*, *employees* are obligated to comply with the code of ethics established in state law (C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110).
* State criminal statutes provide criminal sanctions for *employees* who fail to disclose a conflict of interest (C.R.S 18-8-308); misuse official information (C.R.S. 18-8-402); engage in official misconduct (C.R.S. Section 18-8-404 and 405); or embezzle public property (C.R.S. Section 18-8-407).
* If the *fiscal transaction* involves *university funds* that were received from a federal sponsor, *employees* and *affiliate fiscal staff* must comply with applicable federal regulations and may be subject to sanctions detailed therein.

As set forth in Administrative Policy Statement #4014, [*Fiscal Roles and Responsibilities,*](https://www.cu.edu/ope/aps/4014) *officers* are entrusted with fiscal responsibility for their *functional area of responsibility* and are responsible for setting a tone within their *functional area of responsibility* (and the University as a whole) for ethical conduct and integrity.

The requirements of *officer* conduct follow.[[1]](#footnote-2) Furthermore, an *officer* should expect and encourage such conduct on the part of others.

1. **Professional Values**

*Officers* **should** demonstrate the following behaviors in carrying out *fiscal transactions*:

* Accord respect to themselves and to others;
* Exhibit commitment to both the University and the *functional area of responsibility*;
* Accept responsibility;
* Strive to provide the highest quality of performance and counsel; and,
* Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect, and inspire the confidence, of the public being served.
1. ***Professional Development***

*Officers* **should** strive to:

* Enhance their own proficiencies;
* Enhance the capabilities and skills of their colleagues and supervisees; and,
* Promote excellence in public service.
1. **Employment Responsibilities**

*Officers* **shall** be responsible for the following actions in the performance of their duties and responsibilities:

* Know, support, and implement the university’s and *functional area of responsibility’s* objectives;
* Contribute constructively to the ongoing evaluation and reformulation of the university’s and *functional area of responsibility’s* operational plans and policies;
* Exercise prudence and integrity in the management of funds in their custody and in all *fiscal transactions* in which they participate;
* Know and fulfill the fiscal responsibilities set for in university policy;[[2]](#footnote-3)
* Diligently follow all lawful instructions while using professional judgment and reasonable care, and exercising only the authority granted;
* Act in a competent manner and in compliance with applicable policies, laws, regulations, and rules, and contracts, grants, and donor restrictions; and,
* Not knowingly be party to or condone *fiscal misconduct*; report potential or perceived *fiscal misconduct*, conflicts of interest, and research misconduct, as required by university policy; and cooperate fully in the investigation of any misconduct.[[3]](#footnote-4)
1. **Integrity of Information**

*Officers* **shall** demonstrate professional integrity in the issuance and management of information:

* Not knowingly sign, subscribe to, or permit the issuance of any financial statement or report that contains any *material* misstatement or that omits any *material* fact;
* Prepare of present financial information as required by university policies;[[4]](#footnote-5)
* Protect privileged or confidential information to which they have access by virtue of their position; and,
* Adhere to university policy governing responses to inquiries about fiscal matters from the public and the media.[[5]](#footnote-6)
1. **Conflicts of Interest**

*Officers* **shall** comply with the following requirements so as to actively avoid conflicts between personal and university interests. Furthermore, *officers* **should** strive to avoid the appearance of conflicts of interest as described below.

* Arrange outside obligations, financial interests, and activities so as to not compromise their overriding commitment to the University;
* Discharge their duties in the best interest of the University and in such a manner that their professional judgment in administration, management, instruction, research, and other professional activities is not affected by any outside financial or personal interest, whether directly or indirectly thought *immediate family members;*
* Disclose all financial and personal interests, including potential or perceived conflicts, as required by university policy;[[6]](#footnote-7) and,
* Conduct their affairs so that they shall not derive private gain from their association with the University except as provided by Regent or university policies. This includes but is not limited to:
* Not assisting any person or organization for a fee, contingent fee or other compensation in obtaining any contract, license or other economic benefit from the University;
* Not receiving substantial[[7]](#footnote-8) compensation from others for performance of University duties (substantial compensation does not include consumable items such as tickets, tokens or meals); and,
* Not using *university resources* for personal gain except as authorized by university policy.
1. **Procurement-Specific Responsibilities**

*Officers* who purchase goods or services, or are otherwise involved in the university’s purchasing process, **shall** further demonstrate the following behaviors:

* Conduct all purchasing activities in accordance with policies, laws, regulations, and rules (including the University’s [[Procurement Rules](https://www.cu.edu/psc/procurement-rules)](https://www.cu.edu/psc/procurement-rules)), and contracts, grants and donor restrictions, while remaining alert to and advising the University regarding the legal ramifications of purchasing decisions;
* Not solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions; and,
* Provide and environment in which all business concerns – large or small, majority- or minority- owned – are afforded and equal opportunity to compete for university business.

**Fiscal Code of Ethics Acknowledgement Instructions for Officers**: This form provides a mechanism for *officers* to acknowledge their understanding of the University’s Fiscal Code of Ethics. Please indicate your acceptance of these terms by electronically signing this document. Definitions for italicized terms are in the [APS Glossary of Terms](https://www.cu.edu/ope/aps/glossary).

**ACKNOWLEDGEMENT**

Through my electronic signature that follows, I acknowledge that I have reviewed the University’s Fiscal Code of Ethics and agree to adhere to this code during my employment at the University.

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

*Officer’s* electronic signature

1. The use of the word **should** indicates a guideline or standard that *employees* strive to meet, whereas the use of the word **shall** indicates a requirement that *employees* must meet. [↑](#footnote-ref-2)
2. See Administrative Policy Statement #4014 [Fiscal Roles and Responsibilities](https://www.cu.edu/ope/aps/4014). [↑](#footnote-ref-3)
3. See Administrative Policy Statements #4012 [Fiscal Misconduct Reporting](https://www.cu.edu/ope/aps/4012), #5102 [Conflicts of Interest and Commitment](https://www.cu.edu/ope/aps/5012), and #1007 [Misconduct in Research, Scholarship, and Creative Activities](https://www.cu.edu/ope/aps/1007). [↑](#footnote-ref-4)
4. For information, refer to the appropriate campus controller’s office. [↑](#footnote-ref-5)
5. For questions regarding applicable university policies, refer to the appropriate campus legal counsel. [↑](#footnote-ref-6)
6. To understand campus requirements related to disclosure by *officers*, see the Administrative Policy Statement #4013 [Disclosure of Interests](https://www.cu.edu/ope/aps/4013). [↑](#footnote-ref-7)
7. All compensation is considered substantial when carrying out a procurement-related process. When the situation does not involve carrying out a procurement-related process, substantial is a personal measurement of threshold to gauge the significance of the compensation based on what a reasonable person would customarily apply to other individuals with comparable personal financial resources. [↑](#footnote-ref-8)