

University of Northern Colorado  
Human Resources Administrative Policy

New Hire Terms of Employment Negotiation  
HR003

**Scope:**

For new faculty, professional administrative, and classified hires, certain terms of employment, such as salary, moving expenses, and start-up packages (faculty only) may be negotiated. All other terms of employment (benefits, vacation, sick leave, etc.) are generally not negotiable. The intent of this policy is to provide guidance to ensure consistency and equity.

**Authority:**

The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction giving consideration to the current operating context and strategic needs.

**Guidance:**

- **Salary:** A search chair negotiating with a candidate may be delegated the authority by the Vice President to offer up to \$2,000 over the budgeted amount for the position without seeking further approval. Offers over \$2,000 above budget must be approved by the appropriate Vice President. In either case, the department must identify the source of funds for the additional salary and complete a Position Creation/Change Form to move the funds into the salary line before the selected finalist can begin work. All requests for salary exceeding the budgeted amount prior to posting a position require Vice Presidential approval and the completion of the Position Creation/Change Form.

Vice Presidents have the discretion to make salary offers and post positions exceeding the budgeted amount by up to \$10,000. Amounts over \$10,000 require Cabinet review.

- **Moving Expenses:** Faculty and professional administrative hires moving more than 100 miles are eligible to negotiate up to \$2,500 in moving expenses as part of the hiring process.
  - Requests of up to \$2,500 will be covered through a central funding pool.
  - Requests exceeding \$2,500 must be approved by the appropriate Vice President, be part of the hiring package, and shall be clearly stated in the offer letter. A non-central funding source for the difference between the \$2,500 limit and the approved amount must also be identified.

- The “Lump Sum Payment Form” and the procedure for “Moving Expense Reimbursement Instructions” should be given to the new hire to review and fill out.
  - The “Lump Sum Payment Form” should be filled out by the new employee and submitted to the hiring unit. The Dean or AVP of the unit must sign off on the form prior to it being turned into Accounts Payable for processing.
  - Use FOAP 10000-54014-72340-6000 for reimbursement.
  - The new employee should contact the hiring department directly if reimbursement has not been received after two weeks.
- **Faculty Start Up Packages:** Faculty start-up funds are valuable tools in recruiting highly qualified faculty with research, scholarship, and creative work (RSCW) agendas.
    - Consideration for a faculty start-up package begins at the time of requesting a position. Exceptional costs can sometimes be anticipated with knowledge of competitive job markets and typical technology needs in the discipline. Deans and the Provost will discuss an expectation of costs that exceed maximum levels prior to approval of the position.
    - During the hiring process, deans discuss prospects for unusual start-up packages with the Provost, particularly when maximum established levels are exceeded. All packages should be in writing and include the provision that disbursement of funds may be terminated after an announcement of plans for departure from the University or after inadequate performance. New faculty need to be advised in writing that start-up activities and purchases are to be completed within two-years of employment. The final result of the negotiation process should be documented on the Faculty Start-Up Worksheet with the information on the package included in the candidate offer letter.
    - Detailed guidelines and startup package limits are located at:  
<https://www.unco.edu/provost/pdf/compliance/UNCOA-003-Faculty-Start-up-Packages-Policy.pdf>.

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