

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, benefits, and working conditions, shall be negotiated with the appropriate bargaining unit. This policy applies to all new hires, regardless of their position or classification.

- o 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.
- o The “Lump Sum Payment Form” should be filled out by the new employee