

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.

- 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