

**I. INTRODUCTION**

**A.** The employment relationship at the University is based on the mutual consent of the employee and the University. Accordingly, either the employee or the University can terminate the employment relationship, at will, with or without cause, at any time during the employment relationship.

**B.** The only exception is when a differ8(thshcan)-2( )JTET12(a )-131(is )-1sehout 32(for)(h )-13nThe

agreements must be coordinated in advance with HRIC and approved by the Office of General Counsel.

1. The supervisor that wishes to offer an employment agreement in connection with a position must coordinate with HRIC & Development team prior to posting the position for which an employment agreement will be requested and provide all information required by HRIC to post the position and develop an employment agreement for such position that is consistent with University Policies and these Procedures.
  2. The Office of General Counsel will review Employment Agreements for legal form and compliance with applicable laws, including but not limited to Colorado Revised Statutes (C.R.S.) § 8-2-113 (circumstances under which an employer may enter into and enforce a covenant not to compete.)
- D. An original fully-executed copy of each employment agreement executed by the University, together with all other employment-related documents and/or employee acknowledgment statements, shall be maintained by HRIC in the employee's official personnel file in paper or electronic format in accordance with University Policy 1.10.025 *Records Management*.

### III. RESOURCES

- A. University Policy FINA 2.10.030- *Limits of Authority*
- B. University Policy FINA 2.10.032 *Contracts Management*
- C. University Policy HRIC 5.10.030 *Posting for Faculty, Staff, and Student Positions*
- D. University Policy FINA 2.30.018 - *Moving and Relocation Expenses for New Employees*
- E. University Policy 1.10.025 *Records Management*.