**Hire Effective Date: 1/1/2020 or after**

**Recruited as Academic Staff Exempt, hired as Academic Staff Non-Exempt based on new FLSA**

Date

Applicant Name

Street Address

City, State Zip Code

Dear Applicant Name:

It is my pleasure to confirm your appointment as Official Title (with the business title of Business Title) at the University of Wisconsin-Madison, division, department, in the operational area of operational area starting effective date. You will be compensated at an hourly rate of $XX.XX per hour, based on the full-time academic 9-month OR annual 12 month rate of $XX,XXX. This appointment will be a FTE/percent time % fixed term renewable OR fixed term terminal appointment through June 30, 2xxx OR end date for terminal. Renewal beyond that date is likely, but contingent upon funding, program need and satisfactory performance (remove for terminal). Under the UW-Madison Academic Staff Policies and Procedures (ASPP), you are required to serve a period of evaluation. Your evaluation period will be six or twelve months. ASPP is available via the Policy Library. Chapter 1 is found here with other chapters linked at the bottom of the page: <https://policy.wisc.edu/library/UW-701>.

The position you have been hired into is an academic staff non-exempt position. This position, which may have been recruited as academic staff salaried (exempt from overtime), will be academic staff non-exempt (paid hourly; overtime eligible) as a result of the changes made by the U.S. Department of Labor to the Fair Labor Standards Act (FLSA) (see <https://www.dol.gov/whd/overtime2019/>). The changes require positions exempt from overtime to be paid $35,568 annually.

Your new position is not included in a certified bargaining unit and it is non-exempt under the Fair Labor Standards Act provision for overtime. Should your supervisor assign overtime hours, you will be paid at a premium rate or shall be credited with compensatory time off at a rate of 1.5 hours per hour worked, for all hours worked in excess of 40 hours in a work week. At the discretion of the employer, compensatory time credits may be provided as payment for overtime. Such compensatory time credits received may be preserved, used or cashed out at the discretion of the employer.

Your responsibilities are stated in general terms on the attached position description. I will serve as your supervisor.

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. By beginning your appointment/employment at the University, you agree to be bound by the terms of employment contained in this Letter and the Letter of Offer Attachment. Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I 9 must be completed electronically on or before your date of hire. Also see I9 Contact Name in the departmental office within three days to complete the I-9 form. Please refer to the attachment which lists the documents you may use.

Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-covered-by-the-wrs/>. Many University benefits have strict time limits, so you must see Benefits Contact Name in the departmental office as soon as possible to discuss your benefit options. Failure to do so could result in the loss of important benefits.

*(Optional paragraph if including information about the onboarding coordinator and peer partner*) If you have any questions about your appointment, our Onboarding Coordinator, onboarding coordinator name and email, is available to assist you. You have also been assigned a Peer Partner, peer partner name and email, who will be available to offer advice and guidance regarding the day-to-day aspects of working at UW-Madison. They may be in contact to welcome you to your new role or will meet you in person once you begin your appointment.

(*Required if criminal background check and SH/SV reference check is not done*) This offer of employment is conditional pending the results of a criminal background check and the reference check process that includes questions regarding sexual violence and sexual harassment. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

*(Required if in a position of trust with access to vulnerable population)* Your position has been identified as a position of trust with access to vulnerable populations. The University of Wisconsin - Madison requires that a criminal background check (CBC) be conducted [every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations] or [two years on all current employees and volunteers who hold a position with precollege camps]. It is also required that all employees and volunteers with this access, must self- report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator CBC Coordinator’s Name. This report must be made within twenty - four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in a disciplinary action, up to and including dismissal. These requirements are to safeguard the campus community for students, employees and visitors.

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s Export Control Office: <http://research.wisc.edu/integrity-and-other-requirements/export-control/>.

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Compensation increases are contingent on completing this training. Additional information including the registration link for this mandated training and multi-language handouts with summary information regarding campus resources and reporting options can be found at: <http://go.wisc.edu/titleix> – click on Employee Training.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact [INSERT NAME OF DDR], Divisional Disability Representative (DDR) at [INSERT PHONE NUMBER OF DDR] or [INSERT EMAIL OF DDR]. The DDR is the person authorized to receive and maintain confidential medical information in our [INSERT ONE: SCHOOL, COLLEGE, DIVISION]. More information can be found at the following website: <https://employeedisabilities.wisc.edu/>

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <https://compliance.wisc.edu/eo-complaint/>.

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment.

Sincerely,

Ref: JEMS Transaction ID #

Attachments

xc: Reports-to Name