[DATE]

[EMPLOYEE NAME]

[ADDRESS]

[ADDRESS LINE 2]

[CITY, STATE ZIP]

EIN: 396006492

***Optional: Add EMPL ID here or at end of letter***

Dear [EMPLOYEE NAME]:

On behalf of the [DEPARTMENT NAME], I am pleased to confirm your appointment as a [PROJECT or PROGRAM] Assistant in the [OPERATIONAL AREA]. This appointment is for the period beginning [START DATE] though [END DATE]. At the full-time annual pay rate of [$ANNUAL RATE] at [PERCENT] % time, your stipend for this appointment will be [$BIWEEKLY RATE] per pay period.

Employment Eligibility and Verification:

This offer of 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 I-9 Contact Name in the departmental office within three days to complete the I-9 form. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>

CBC is not required, however, if conducting a CBC include if not completed:

This offer of assistantship is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started your appointment, your appointment will be terminated.

CBC is required if in a position of trust:

Your position has been identified as a position of trust. 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 to include an Authorized Adult per UW 1045: Youth Protection policy] or [every two years on all current employees and volunteers working with minors as an Authorized Custodian or an Authorized Assistant Custodian per UW-1045: Youth Protection policy]. It is also required that all employees and volunteers in a position of trust with access to a vulnerable population 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 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/>

Graduate Assistant Policies and Procedures:

Employment policies regarding your assistantship are found at: <https://hr.wisc.edu/policies/gapp/>

Specifics regarding the appointment are:

Position Responsibilities:

Your responsibilities are stated in general terms on the attached position description/outline of position responsibilities. I will serve as your supervisor. Please report to me at [TIME] on your first day of employment in [LOCATION].

Hours of Work/Work Schedule

You will be expected to work [HOURS] per week during the period of this appointment. Note that students holding an F or J visa are permitted to engage in no more than 20 hours of compensated employment per week while the University is in session.

Concurrent Appointments:

Before accepting any additional new appointments, students must inform all department administrators and supervisors, who will in turn notify the [SCHOOL/COLLEGE HUMAN RESOURCES OFFICE]. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>

Probationary Period:

The first semester (for a semester or academic year length appointment) or six months (for other lengths of appointments) of a project/program assistantship, constitutes the probationary period. You will be evaluated on your performance and demonstrated ability to perform assigned duties. Project/Program Assistants who receive a subsequent appointment may be required to serve a permissive probationary period at the discretion of the new supervisor. This permissive probationary period shall be no longer than the original probationary period.

Satisfactory Academic Progress:

You are required to maintain satisfactory progress toward your degree. For additional information, refer to: <https://policy.wisc.edu/library/UW-1218>

Enrollment/Requirements:

Project/Program Assistants are expected to enroll for a minimum of two graduate credits, unless they are dissertators who must enroll for a minimum of three dissertator credits. For more specific enrollment information, see the Graduate School’s website on Enrollment Requirements at: <https://policy.wisc.edu/library/UW-1208>

Tuition\*:

[Select one]:

You [WILL or WILL NOT] receive remission of your [NONRESIDENT OR RESIDENT] tuition. The tuition remission does not include any special course or segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents. For more information, please see the Bursar’s Office website: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/>

*\*Students enrolled in a tuition non-pooled (131) program are not eligible for tuition remission. If you are unsure whether the student is in a tuition non-pooled (131) program, you may refer* [*here*](https://tableau.wisconsin.edu/#/views/CurrentStudentsinNon-PooledTuitionPrograms_16342164058570/StudentsinNon-PooledTuitionPrograms?:iid=1) *for a list of all students in these programs.*

Include if eligible for remission:

To qualify, you must be a graduate assistant and your combined TA, PA, RA, LSA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment’s full-time rate for the length of a semester to receive full tuition remission for that term. For additional information, please refer to the Bursar’s Office website information regarding TA, PA, RA, LSA Appointments at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar’s Office website regarding TA, PA, RA, LSA Appointments Summer Term at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

Health Insurance:

Include if eligible for health insurance [individual is eligible if appointment is at least 33% for one semester (academic year) or 6 months (annual)]:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact [DEPARTMENT CONTACT] in [DEPARTMENT] in [LOCATION] at [PHONE] or [EMAIL] or contact Madison Benefits Services at (608) 265-2257 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) within the first 30 days of your employment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

Include if not eligible for health insurance:

Based on this position, it appears you are not currently eligible to participate in the Graduate Assistant Health Insurance program. However, if you previously had grad coverage or your job is extended, please contact [DEPARTMENT CONTACT] in [DEPARTMENT] in [LOCATION] at [PHONE] or [EMAIL] or contact Madison Benefits Services at (608) 265-2257 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to determine if you are eligible within the first 30 days of your employment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

Federal Affordable Care Act:

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. Please refer to the notification included as an attachment to this letter.

Payroll Information:

For payroll purposes, you will be paid biweekly, every other Thursday. Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: <https://hr.wisc.edu/pay/>

Leave Benefits:

Vacation:

Your vacation allocation for the period of [START DATE] through [END DATE] will be [# VACATION HOURS] hours. Vacation requests should be made in advance and require my approval. [EXPLAIN WHAT YOU WANT THE EMPLOYEE TO DO TO REQUEST VACATION TIME]. You should plan on using any accrued vacation time prior to the end of your appointment, as no lump-sum payment will be made for unused vacation balances, nor will it be carried over after the appointment end date. Other than periods when you receive approval to use earned vacation time, the appointment extends throughout the period noted above, with the exception of holidays when State offices are officially closed.

Sick Leave:

You are also eligible to earn sick leave. At the beginning of each appointment period, you will be credited with a bank of sick leave hours. The number of hours credited to your sick leave bank will be [# SICK LEAVE HOURS].  Sick leave may not be used in increments of less than 15 minutes.  Unused sick leave will carry over from appointment period to appointment period only within the same department.  Any combination of sick leave carryover and newly accredited sick leave cannot exceed 96 hours.  In the event of an unanticipated absence, you must contact me by phone or email before the start of your scheduled work shift.  [EXPLAIN THE PROCESS FOR WHAT YOU WANT THE EMPLOYEE TO DO WHEN THEY ARE SICK].

Required Training:

Please attend and participate in a professional development session for Teaching Assistants (TAs) and Program/Project Assistants (PAs) focusing on diversity, discrimination and harassment, presented and sponsored by the Office for Equity and Diversity, the McBurney Disability Resource Center, the Theatre for Cultural and Social Awareness and the Office of Human Resources.  Participants receive information about relevant laws, policies, regulations and resources; explore the practical application of these policies to classroom and learning environments; and engage in facilitated conversations designed to promote interdisciplinary dialogue and excellence through diversity. These sessions promote the development of competencies that sustain and strengthen UW-Madison's position of preeminence in research and higher education and advance critical campus strategic priorities.

Please note that the workshop requires you to register. The session schedule, electronic copies of the materials referenced during each in-person presentation, and the registration link are available at: <https://diversity.wisc.edu/graduate-assistants-equity-workshops/>

If you have not already done so, please complete the annual mandatory Cybersecurity Awareness Training before December 1st of this year.  Information about the training and the registration link is available at <https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/>.

Research Policy:

By accepting this appointment at UW-Madison, you agree to comply with UW-Madison research policies and the provisions of any funding agreement or other agreement establishing rights to intellectual property that applies to the research in which you may participate. After receiving your UW NetID, you may receive a link to acknowledge that you agree to abide by the UW-Madison and federal policy in the conduct of research.

Compliance Obligations and Reporting Responsibilities:

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/>

Reporting Responsibilities – All UW-Madison employees

<https://compliance.wisc.edu/titleix/mandatory-reporting/#all-uw-employees>

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of employment, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

Chapter 36 of Wisconsin State Statutes requires the reporting of a disclosure from a UW-Madison student that the student has been sexually assaulted or witnessed the sexual assault of a student.   Use the online report form found here: <https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=11> Contact the Sexual Misconduct Resource and Response Program with questions.

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/>

To accept the terms of this position, please sign and date below and return to [NAME, TITLE, LOCATION, EMAIL].

Sincerely,

[SUPERVISOR]

[TITLE]

***Optional: Ref: Job #***

***Optional: Add EMPL ID here or in address field on page one of letter***

Attachment: Position Description (if applicable)

Federal Affordable Care Act Notification

Cc: [DEPARTMENT FILE]

[NAME OF SCHOOL/COLLEGE] Human Resources Office

I accept the position of [PROJECT or PROGRAM] Assistant in the [OPERATIONAL AREA] in the [DEPARTMENT/PROGRAM].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[EMPLOYEE NAME] DATE

**Federal Affordable Care Act Notification**

The University of Wisconsin is required to provide all employees with a notice of the availability of the Health Insurance Marketplace and information on health insurance coverage available through your employment at the University of Wisconsin (UW). The Health Insurance Marketplace Notice is enclosed.

Although almost all individuals have been required to maintain health insurance because of what is called the Individual Mandate under the Affordable Care Act (ACA), beginning on January 1, 2019, individuals no longer have to comply with the Individual Mandate. However, individuals may continue to obtain health insurance coverage through employer-sponsored coverage with the UW, a governmental plan, such as Medicare, or the Marketplace (also known as the Exchange), which was created as an option for individuals to purchase health insurance (potentially with premium assistance).

**If you are eligible for and plan to enroll in the State Group Health Insurance plan through your employment at the UW, you do not need to enroll in coverage through the Marketplace, unless you choose to do so**. Most UW employees who are eligible for State Group Health Insurance will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

For information about the Health Insurance Marketplace and options available to you, please visit the following websites:

* HealthCare.gov: <https://www.healthcare.gov> (for detailed information about health plans available to you, eligibility, premiums and premium subsidies, FAQs….)
* Universities of Wisconsin Affordable Care Act webpage at: <http://www.wisconsin.edu/ohrwd/aca/>

**If you need this information in another language,** please visit <https://www.healthcare.gov/language-resource/> or call HealthCare.gov at 1-800-318-2596.

If you have questions about your eligibility for health insurance through your employment, contact your institution’s human resources office (contact information available at: <http://www.wisconsin.edu/ohrwd/benefits/contact/>