**LETTERHEAD: UW-Madison, Divisional, or Departmental – select as appropriate**

**PROJECT /PROGRAM ASSISTANT “ANNUAL” REAPPOINTMENT LETTER**

**NON-EXEMPT TEMPLATE**

## NOTE: Program/Project Assistants must receive an initial appointment letter and an annual reappointment letter thereafter (see reappointment template).

[DATE]

[EMPLOYEE LEGAL NAME] [WORK ADDRESS]

[WORK ADDRESS LINE 2] [CITY, STATE ZIP]

EIN: 396006492

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

This letter was delivered electronically to the recipient at: [email address]. Dear [EMPLOYEE NAME],

I am pleased to confirm that your appointment as a [PROJECT OR PROGAM ASSISTANT] with the [OPERATIONAL AREA] in the [DEPARTMENT NAME] will be extended through [APPOINTMENT END DATE].

# Appointment Details:

* Assigned to [DEPARTMENT NAME]
* [START DATE] through [END DATE]
* $XX.XX per hour based on full-time annual pay rate of [$ANNUAL RATE] at [PERCENT] % time
* XX hours per week
* Non-exempt position under FLSA
* Health insurance [included/not included]
* Tuition Remission [included/not included]
* Eligible for vacation and sick leave

# During your appointment, you must:

* Maintain enrollment and satisfactory progress toward your degree
* Complete Cybersecurity Awareness Training

# Graduate Assistant Policies and Procedures

Additional employment policies regarding your assistantship are outlined in the [Graduate Assistantship](https://hr.wisc.edu/policies/gapp) [Policies and Procedures](https://hr.wisc.edu/policies/gapp). This letter highlights key aspects you need to know about your appointment.

**Concurrent Appointments**

Before accepting any additional new appointments, you 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 [Policy for Supplementation and Concurrent Appointments](https://kb.wisc.edu/gradsch/page.php?id=33321) and [Policy for Maximum Levels of Graduate Assistantship Appointments](https://kb.wisc.edu/gradsch/page.php?id=33322).

# FLSA Status

This appointment is **non-exempt** under the Fair Labor Standards Act (FLSA), which means you must be paid for any overtime you work. This is based on changes made by the U.S. Department of Labor to the Fair Labor Standards Act for overtime pay. If your supervisor asks you to work overtime hours, you will be paid at a premium rate.

# Tuition

To be eligible for tuition remission, you must hold a graduate assistant position (TA, PA, RA, or LSA) with at least 33% appointment for the semester. Tuition remission is based on your FTE and hire dates, and it covers the full semester if you meet the requirements. For more details, please visit the Bursar’s Office website and review the information on [TA, PA, RA, and LSA appointments](https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/fy26-changes/).

*\*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/%23/views/CurrentStudentsinNon-PooledTuitionPrograms_16342164058570/StudentsinNon-PooledTuitionPrograms?%3Aiid=1) *for a list of all students in these programs.*

# Leave Benefits Vacation

You will receive [# VACATION HOURS] hours for the period of [START DATE] through [END

DATE]. Vacation must be used in **15-minute increments.** Plan to use your vacation time before your appointment ends; any unused vacation will not be paid out or carried over after your end date. Except for approved vacation time and official state holidays, your appointment lasts for the full period listed above.

# Sick Leave

You will also earn sick leave. At the beginning of each appointment period, you will receive [SICK LEAVE HOURS] hours of sick leave. Sick leave must be used in **15-minute increments**. Unused sick leave will carry over to a new appointment period if it is within the same department. Any combination of sick leave carry over 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 S/HE IS SICK].

Additional information regarding leave benefits is available in the [Graduate Assistantship Policies and](https://hr.wisc.edu/policies/gapp) [Procedures](https://hr.wisc.edu/policies/gapp).

# Required Training

You must complete the annual mandatory Cybersecurity Awareness if you have not already done so. Information about the training and the registration link is available on the [Cybersecurity website.](https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/)

# Disability and Pregnancy-Related Accommodations

# It is the policy and practice of the University of Wisconsin-Madison to consider reasonable accommodations for qualified individuals [with disabilities](https://employeedisabilities.wisc.edu/americans-with-disability-act-ada/) or[pregnancy-related conditions](https://employeedisabilities.wisc.edu/pregnant-workers-fairness-act/). You may contact the appropriate [Divisional Disability Representative (DDR)](https://employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/) at any time if you need a reasonable accommodation to perform the essential functions of your position or if you have other workplace barriers (e.g. parking, job-related training).

Sincerely,

(SIGNATURE MUST BE HANDWRITTEN OR A PHOTOCOPY, NOT TYPED) [SUPERVISOR]

[TITLE]

## Optional: Add Empl ID here or in address field above

CC: [DEPARTMENT FILE]

[NAME OF SCHOOL/COLLEGE] HUMAN RESOURCES OFFICE

## Optional: Include signature line

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

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[EMPLOYEE NAME] DATE