Date

Applicant Name  
Street Address  
City, State Zip Code

Dear Applicant Name:

It is my pleasure to confirm your appointment as a Official Title (with the working title of Working Title) in the operational area ofoperational area with the University of Wisconsin-Madison department, division effective effective date, at a salary of $XX,XXX annually. This appointment will be aFTE/percent time% employee class appointment through end date. Your responsibilities are stated in general terms on the attached position description. Reports-to Name will serve as your supervisor.

Because you retired *on or after* July 2, 2013, you are subject to the terms of Wisconsin Statute 40.22 regarding rehired annuitants. Under the state statute, your WRS annuity will be suspended and you will be required to be covered by the Wisconsin Retirement System (WRS) if you are expected to work at least one year and at least 2/3 of what is considered full time for WRS purposes.

**[Choose one of the below]**

*University Staff Employees:*

For your position, this equates to 1,200 hours (58% appointment) in a 12- month period.

*Faculty, Academic Staff and Limited on a 12-month appointment:*

For your position, this equates to a 42% appointment (880 hours) in a 12- month period.

*Faculty, Academic Staff and Limited on a 9-month appointment:*

For your position, this equates to a 56% appointment (880 hours) in an academic year (including hours worked in summer), as well as the expectation of renewal beyond one academic year.

**[Choose appropriate paragraph below]**

*Because the terms of your appointment do not meet the criteria above, you will not be covered by WRS and you can continue to receive your annuity. It is very important to note, however, that if the terms of your appointment change such that you meet the criteria above, you will be covered by WRS as an active employee and your annuity will be suspended until you terminate employment. While the university will monitor the terms of your employment, it is ultimately your responsibility to ensure that you do not exceed the statutory limits in order to keep your annuity.*

*OR*

*Because the terms of your appointment meet the criteria above, you will be covered by WRS and you* *will no longer be able to receive your WRS annuity.*

You are also required to fill out the Rehired Annuitant Election form, which is due to Employee Trust Funds within 7 days of your hire date.

As you can see, this is an extremely complicated matter. I urge you to contact the UW Madison Benefits Services Office at (608) 262-5650 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu).

(Add only if relevant to hire - refer to respective policies)

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 [John Doe] 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/>. 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.

(*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 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: <https://compliance.wisc.edu/titleix/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,

Human Resources Manager/Representative

Ref: JEMS Transaction ID #

Attachments

xc: Reports-to Name