Date

Applicant Name  
Street Address  
City, State Zip Code

Dear Applicant Name:

This letter is to confirm your university staff ongoing appointment as Official Title (with the business title of Business Title), FTE/percent time%, in the operational area of operational area with the University of Wisconsin-Madison department, division effective effective date. Your pay will be $XX.XX per hour.

You will be required to serve a six month probationary period.

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.

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.

As a University employee, you have an opportunity to enroll in group health, life, and Income Continuation Insurance programs. 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/>. Applications for these insurance programs should be submitted to our human resources/payroll office within the first 30 days of your date of hire in order to obtain coverage as soon as possible or to prevent existing coverage from lapsing. This is important for those first beginning or returning to state service, and for those coming from another state agency. If the information regarding insurance benefits is not presented to you, please ask for it immediately. 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: <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/>

Please report to Reports-to Name on date at time for assignment of your new duties and responsibilities. We trust your assignment with us will prove to be both challenging and rewarding.

Sincerely,

(Human Resources Manager/Representative)

Ref: JEMS Transaction ID #

Attachments

xc: Reports-to Name