<Date>

<Name>

<Email Address>

Dear <Name>,

I am pleased to offer you employment as a <Working Title> in the University of Washington College of the Environment, <Department>. Please review the details of this offer and if you accept, please indicate that by returning a signed copy of this offer letter to me as soon as possible.

**Position Details**

Salary: $<> per month

Full Time Equivalent: XXX

Payroll Title: XXX

FLSA Overtime Status: XXX

Salary Grade: XXX

Start Date: XXX

This offer is contingent upon successful completion of a background check if one is not already on file with UW Human Resources. If a background check is necessary, you will receive information via email from UW HR regarding this check so please monitor your email account and reply quickly to requests for information.

**Duties**

<List duties from job description>

**Schedule**

Individual schedules which vary from the University’s campus business hours of 8:00 a.m. to 5:00 p.m. may be approved by your supervisor, depending on unit work requirements. Full time schedules are assumed to be at least 40 hours per week; however, employees are expected to work beyond their normal schedule when necessary and work to complete tasks. There is no overtime pay or compensatory time accrual for professional staff overtime exempt appointments.

**Professional Staff Details**

Appointment to a professional staff position is at the will and pleasure of the employing official, and subject to the overall requirements of the University and the satisfactory performance of each appointee. There is no probationary period, nor attainment of permanent employment status for persons appointed to professional staff positions. The university provides a [Professional Staff](http://hr.uw.edu/comp/professional-staff/overview/) [Overview](http://hr.uw.edu/comp/professional-staff/overview/) for more information.

As a professional staff employee, you will continue to be eligible for salary increases based upon your performance. The amount available for salary increases and their timing are established by the University, based upon authorization from the Washington State Legislature.

**Moving Expenses: (*Include only if moving expenses are included as part of the offer – delete section in not relevant)***

The [insert unit] will provide you with a lump sum moving allowance of $[insert amount]. You will be individually responsible for making arrangements for your move and associated expenses. Acceptance of this offer confirms your understanding that the full amount of the moving allowance must be repaid to the University if, within one year of the date of your appointment at the University of Washington, you voluntarily terminate your employment at the University of Washington or if you engage in behavior that makes termination of your employment necessary. The lump sum moving allowance will be considered taxable income and paid to you with your first payroll distribution as a University of Washington employee. Acceptance of this offer may have tax consequences for you, and necessary payroll deductions will be taken from this lump sum payment. If you have questions about the tax implications of the moving allowance, you may wish to consult a tax professional for advice.

**Time Off, Benefits and Retirement Savings Plan Information**

***Time Off*:** As a professional staff employee, you will be eligible for paid sick, vacation, personal holiday time off, and paid holidays. Vacation time off is based upon years of service (see attached chart). Sick time off is accrued at the full-time employee maximum of 8 hours/month (12 days/year). Time off hours are accrued on the last day of the month and are available for use once posted to your profile in Workday (more details below).

***Benefits*:** The University provides a package of insurance benefits, including a choice of medical and dental plans for you and your family and other insurance options. ***You will be eligible for medical and dental benefits effective the first day of the month following your date of hire.***Enrollment in your chosen insurance plan must occur during your first 31 days of eligibility to ensure that you have the widest range of options available. Unless you select insurance coverage during your first 31 days, you will be enrolled by default into the Uniform Medical and Uniform Dental plan. Future changes may be made during the annual fall open enrollment. Thus, it is critical that you review the available plans and choose quickly. To learn more about our medical and dental options please visit [UWHR’s Health Insurance](http://hr.uw.edu/benefits/health-insurance/) page and to learn about other available insurance such as Life and Long- Term Disability insurance, please visit [UWHR’s Other Insurance Options](https://hr.uw.edu/benefits/insurance/other/) page. Benefit options are also discussed during the Welcome Day orientation (see below).

***Retirement Savings:***You will also be eligible to participate in the University of Washington Retirement Plan (UWRP) and Voluntary Investment Plan (VIP). Please visit the [UWHR Retirement](https://hr.uw.edu/benefits/retirement-plans/uw-retirement-plan/) [Plans summary page](https://hr.uw.edu/benefits/retirement-plans/uw-retirement-plan/) for more information about these plans.

**Welcome Day Orientation**

Welcome Day is an in-person orientation for new staff employees at the UW. Topics

discussed include the University’s mission, organizational structure, public employee ethics and responsibilities, and the many benefits and amenities available to UW employees. ***Since most benefits enrollment deadlines occur within the first 31 days of employment, you are strongly encouraged to participate in a Welcome Day during the first few weeks of your employment****.* To register for Welcome Day, please visit this online [Welcome Day registration site](https://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation/). Welcome Day is also held virtually as a self-paced, online course with videos and interactive components.

**Workday**

Workday is UW’s cloud-based HR/payroll system and is where you will find your salary and position information; make changes to benefits, tax deductions, and personal information (e.g., home address and emergency contacts); and enter time off requests.

The Integrated Service Center (ISC) is UW’s central source for information about Workday, HR, benefits, and payroll transactional support. The ISC is available to assist you as an employee with your HR/payroll needs and questions through the ISC’s web site: [www.isc.uw.edu,](http://www.isc.uw.edu/) phone: 206-543- 8000, and help email: [ischelp@uw.edu.](mailto:ischelp@uw.edu) There are training videos available on the ISC’s web site to assist you in learning how to complete certain tasks in Workday. You may review those at your convenience.

**Required Training**

If you have not yet completed the following trainings in any previous employment at UW, you are required to complete them as part of your onboarding for this position:

* [Husky Prevention & Response (Title X)](https://hr.uw.edu/talent/onboarding/required-employee-training) to learn about prevention and response to sex and gender-based violence and harassment. Please complete this training and email your supervisor with confirmation that you have done so within **30 days** of your start date.
* [Violence Prevention & Response Training](https://hr.uw.edu/talent/onboarding/required-employee-training/) to learn about how to recognize concerning behaviors, respond, and prevent violence in the workplace.
* [Reporting Suspected Child Abuse](https://hr.uw.edu/talent/onboarding/required-employee-training/) to learn about their mandated reporting responsibilities. To successfully complete the training, employees must correctly answer a series of quiz questions. Please complete this training and email your supervisors with confirmation that you have done so within **30 days** of your start date.
* [Asbestos Awareness](https://hr.uw.edu/talent/onboarding/required-employee-training/) to complete the online 15-minute training within **30 days** of your start date.
* [COVID-19 Safety Training: Back to the Workplace](https://hr.uw.edu/talent/onboarding/required-employee-training/)
* [Cultivating Community at UW: Anit-Racism and DEI&B Training](https://hr.uw.edu/talent/onboarding/required-employee-training/) to learn about a range of topics relevant to diversity, equity, inclusion, and belonging.

**Getting to Work**

There are many ways to get to work: you can take public transportation (bus or train), bike, walk, drive alone, carpool with a colleague, or join the Flexcar car-sharing program. Because campus parking is limited and costly, and to reduce our impact on local traffic and the environment, UW Administration encourages you to seek alternatives to driving alone. Effective July 1, 2022, all personnel who are paid by the University of Washington are now eligible for a fully subsidized U- PASS. The U-PASS provides employees with unlimited rides on regional buses, commuter trains, light rail, and water taxis as well as full fare coverage on vanpools. For more information on transportation options, please see the [Transportation Services website.](http://www.washington.edu/facilities/transportation/)

**Telework**

Employee requests to telework as a disability accommodation are handled through the accommodation process. Employees are encouraged to discuss concerns about accommodation- related telework requests with their HR Consultant at [employeerelations@uw.edu](mailto:employeerelations@uw.edu) or the [Disability](http://hr.uw.edu/dso/) [Services Office.](http://hr.uw.edu/dso/)

**Additional Information**

You may also find additional information about University Policies and Procedures located on the [UW Human Resources website.](http://hr.uw.edu/)

Please let me know if you have any questions regarding your appointment. We are delighted that you are joining the College of the Environment, <Department> as <Working Title> and look forward to receiving your signed acceptance.

Sincerely,

<Hiring Manager Name>

<Hiring Manager Title>

Enclosure

cc: <HR Contact>, <Title>

personnel file

I accept the offer of employment as detailed above:

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<Name> Date