

Date

Dear name:

I am pleased to offer you the position of (**University title**), at\_\_\_\_\_\_\_\_\_% effort, in the (**unit**) beginning (**date**). Your starting salary will be (**amount**) per year, and you will be eligible to receive University benefitsdescribed below**.** Your employment is contingent upon completion of successful credential and criminal background checks.

You are also required by federal law to complete an I-9 form to verify your eligibility for employment.  The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work.  Please be prepared to present the documents necessary to complete this form and confirm your eligibility (refer to I-9 information <http://hr.uiowa.edu/immigration/i-9-information>).

The University of Iowa offers a full array of benefits that add considerably to the value of your total compensation. To best suit your personal needs, you are able to select between various benefit options. Selecting a retirement plan is an **irrevocable decision** that must be made within 60 days of your hire date. The University has two retirement plans from which you may choose, both with generous University contributions. You are required to participate in either the Iowa Public Employees Retirement System (IPERS) plan or the University Funded Retirement Plan through Teachers Insurance and Annuity Association (TIAA). The IPERS plan is a Defined Benefit plan and retirement income is determined by a formula based on your years of service and salary earned. The TIAA plan is a Defined Contribution plan and retirement income depends upon your individual retirement investment returns. If you are not currently participating in one of the two plans through the University, you may have a retirement plan election opportunity at this time. In that case, the University Benefits Office will be sending you additional information about these plans and a Retirement Plan Election Form following your acceptance of this offer. Detailed information regarding University benefits may be obtained from the Benefits web site: http://hr.uiowa.edu/benefits. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676).

Your benefit options also include medical and dental insurance, life insurance, disability insurance, and health care and dependent care spending accounts. Insurance coverage is available for you, your spouse or domestic partner, and your children. You will also be eligible for vacation and sick leave.

Detailed information regarding University benefits may be obtained from the Benefits web site at: http://hr.uiowa.edu/benefits. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676).

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available). To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin. Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education website](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university’s equal employment opportunity/affirmative action programs. Submission of this information is **voluntary,** and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](https://jobs.uiowa.edu/postOffer) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Institutional Equity via email (oie-ui@uiowa.edu) or phone (319-335-0705).

As a condition of your employment, you are required to follow all university policies, including the University of Iowa Intellectual Property Policy under which the University of Iowa Research Foundation (UIRF) assumes ownership of qualifying inventions as that term is defined in section 30.3.b(2) of the University of Iowa Inventions Policy and of copyright in works described in section 30.4b(2)(b) of the University of Iowa Copyright Policy. Upon commencing employment at the university, you hereby assign all right, title, and interest in qualifying inventions and such copyrights to UIRF.

The University of Iowa, in an effort to promote the health and well-being of its faculty, staff, students, and visitors, has chosen to maintain a tobacco free environment. All tobacco use is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

As a condition of employment, you will be required to receive all payments by direct deposit.  You may sign up for direct deposit on the University [Self Service](http://hris.uiowa.edu/selfservice/) web site shortly after you begin your appointment.

We encourage you to contact your HR Representative to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

OPTIONAL LANGUAGE: A valid driver’s license is required for this position. Your offer of employment is contingent upon a review of your driving record and compliance with the standards of the University of Iowa’s Driving Policy. Failure to meet the requirements of the University of Iowa’s Driving Policy may result in the withdrawal of the employment offer.

Because this position requires you to have and maintain a Commercial Drivers License, this offer is contingent upon you passing a pre-employment drug test and the University’s verification of your previous testing results. Therefore, as a condition of employment you will be required to provide a release/consent for testing and for the University to verify your previous testing results.

Your responsibilities in this position will include: (or attach description).

Your anticipated work schedule is \_\_\_\_\_\_\_\_. Additional time may be required in this position, dependent on patient care demands. The first nine (9) months of employment is considered a probationary period. The terms of your employment in this position will be covered by the University of Iowa Operations Manual, and UIHC and departmental policies and procedures.

I am enthusiastic about you joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign and date below the attached copy of this letter and return it to me in the enclosed envelope.

Sincerely,

(Signature)

Name, Title, etc.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, O1, Asylee and Refugees.  For more information regarding these rules, please contact the Payroll Office