

**Professional and Scientific School Year Offer Letter**

**(Career, Probationary, Specified Term, and At-Will Appointments .50 FTE or more)**

Date

Dear **{name}**:

I am pleased to offer you the position of **{title} {jobcode}** within the **{department}** at the University of Iowa. The position offered is a school year appointment from August – May at **{full-time/\_\_\_% part-time}** at a total salary of **{$salary}** per year paid in monthly installments **{XX installments}**. The school term is defined as beginning one week prior to the start of the fall semester, including academic breaks, and concluding with the last day of finals in the spring semester each year. You will be placed on an unpaid leave of absence for the summertime period. During the unpaid leave, your benefits cost will be deducted from your June and September paychecks.

Your Professional & Scientific (P&S) Employment Status will be **{Career, Probationary, Specified Term, or At-Will (include appropriate language based on *P&S Status Definitions* in the \*Addendum to Offer Letter)}**.

*[Paragraph about the University of Iowa department if desired.]*

Your employment is scheduled to begin on **{date}**, and your anticipated hours of work will be **{days}** from **{hours of work}**. You will be paid monthly and will receive all payments by direct deposit. You may designate your

direct deposit account on the University of Iowa Self Service Center website shortly after you begin your appointment.

Your employee benefit options will include medical and dental insurance, life insurance, disability insurance, health care and dependent care spending accounts, and a retirement plan with either TIAA or IPERS. Insurance coverage is available for you, your spouse or domestic partner, and your children. You will be eligible for University of Iowa benefits on the first of the month following your start date. You will also be eligible for vacation, sick leave and university recognized holidays.

The University of Iowa is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. This offer is also contingent upon the university’s verification of credentials, references that provide positive and relevant information, and other information required by law and/or University policies, including self-disclosure of conviction history and a criminal background check.

The attached addendum provides additional details about employment at the University of Iowa. Please indicate your acceptance of this position by signing below and returning a signed copy of this letter, and the attached addendum, to me at **{email address or street address}**. I would appreciate receiving a response to this offer by **{date}**. Please feel free to call me if you have any questions about the department, the University, or the terms of this offer.

We encourage you to contact your Human Resource Representative {**name & phone number}** to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

Welcome to the University of Iowa. We are very excited that you have chosen to share your talents with one of the best public universities in the country. As a member of the University community, you become part of an exceptional institution rich in both tradition and opportunity. I am delighted to have you join the university and look forward to working with you.

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

**\*Please refer to the appropriate *P&S Status Definitions* in the Addendum to Offer Letter section.**

**Addendum to Offer Letter**

**Benefits**

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 can 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 these 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 website: http://hr.uiowa.edu/benefits. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676).

**I-9 Requirements**

You are also required by federal law to complete an I-9 form to verify your employment eligibility. 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>).

**Harassment Prevention Training**

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)

**Post Offer Self-Identification**

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).

**Intellectual Property Policy**

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 rights, titles, and interests in qualifying inventions and such copyrights to UIRF.

**Tobacco Free Campus**

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.

**New Employee Orientation**

An orientation is held monthly for new employees of the University of Iowa. The orientation schedule is located at the following website: <http://hr.uiowa.edu/learn/orientation>

**I acknowledge receipt of this addendum and accept the conditions therein.**

Initials\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

***P&S Status Definitions***

**AT-WILL STATUS** applies to a staff member whose administrative, policy-making, or other responsibilities make it inappropriate to confer career status upon them in the position.

**CAREER STATUS** carries specific employee rights related to grievance, re-employment, and termination notice provisions. For example, if your position is eliminated because of reorganization or lack of funding, the length of the written notice will be based on the staff person’s length of regular and continuous university service at the time the notice is given.

**PROBATIONARY STATUS** is the time during which a staff member's performance is evaluated to determine whether the staff member is demonstrating the capacity for continued performance at a level necessary to meet the department's or unit's standards set for the position. Probationary status makes it inappropriate to confer career status until successful completion of the stated probationary period.

# Information That Needs to Be Included In Every Offer Letter

* Job Classification title
* Employing department
* Terms of appointment
	+ Full-time Regular
	+ Part-time (%) Regular
* Start date
* Compensation
* Rate of pay
* Frequency of pay
* Employment Status (Insert in offer letter)
	+ You are being appointed to this position with career status, which means you have special protections and rights as an employee. Your career status date is \_\_\_\_\_. For further information on career status, please refer to the P&S Status Definitions below.
	+ This position is classified as "At Will" status. For further information on “at will” status, please refer to the P&S Status Definitions below.
	+ This position is eligible for career status pending the successful completion of a probation period during which your performance is evaluated against the department's standards. Based on your classification, your probationary period will be 12 months. For further information on probationary status, please refer to the P&S Status Definitions below.
* Optional
	+ 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.
	+ Duties are described in the attached local job description.
	+ As previously discussed, this position is eligible for **{hybrid/remote}** work within Iowa and will require a work arrangement form to be completed upon the start of your employment. Per policy, work arrangements will be reviewed annually, and must comply with the [remote work program and related policies](file://C:\Users\tglanz\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DG9JQKNS\As%20previously%20discussed,%20this%20position%20is%20eligible%20for%20%7bhybrid\remote%7d%20work%20within%20Iowa%20and%20will%20require%20a%20work%20arrangement%20form%20to%20be%20completed%20upon%20the%20start%20of%20your%20employment.%20Per%20policy,%20work%20arrangements%20will%20be%20reviewed%20annually,%20and%20must%20comply%20with%20the%20remote%20work%20program%20and%20related%20policies%20and%20employee%20travel%20policy%20when%20working%20at%20a%20remote%20location.) and [employee travel policy when working at a remote location.](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/travel)
	+ To ensure the UI campus community is in compliance with FERPA regulations, all UI faculty, teaching assistants, and staff who may interact with or work with students and/or student records will be required to complete [FERPA training](https://registrar.uiowa.edu/faculty-and-staff-ferpa-training) every three years. Subsequent certifications will be completed annually when employees are required to attest to the “UI Confidentiality Statement” on the Employee Self-Service site every January.
* Relocation Incentives
	+ Department heads may authorize payment of relocation incentives for new faculty and staff members from departmental funds if they are available and have been prioritized for such use by the dean or vice president. The Operations Manual Move Policy ([Part V, Chapter 11.10b](http://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/purchasing/purchases-requiring-regent-approval-or)) is currently being updated to reflect the Tax Cuts and Jobs Act of 2017 (TCJA) and all future moving expenses will be paid as extra compensation payments-relocation incentives, through the HR Transaction system. If the new employee qualifies for moving expenses based on University policy, you may want to consider adding a sentence similar to the following *“In addition, the University will provide up to $xxx of relocation incentives for you, which will be paid as a taxable extra compensation payment with appropriate payroll tax withholding, after you begin your employment.”*