

Today's Date

Dear Name:

I am pleased to offer you the position of (**University title**), at\_\_\_\_\_\_\_\_\_% effort, in the (**unit**) beginning (**date**). Your rate of pay will be (**amount**) per hour. Your employment is contingent upon completion of a successful criminal background check.\*

You should be aware, however, that there is a maximum number of hours you may work. Under a temporary appointment, you are limited to a maximum of 780 hours of work on a fiscal year basis. This limit is a cumulative threshold for any and all non-permanent appointments under the Board of Regents Merit System.

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

This appointment does not include University’s employee benefits. An appointment of less than 6 months does not generally qualify for participation in a retirement plan. However, if you are continuously employed by the University for six months or longer (without a greater than 30 day break in service), you are required to participate in a retirement plan.  The default plan for new participants is IPERS. You have 60 days to elect to participate in the TIAA retirement plan instead. Selecting a retirement plan is an irrevocable decision. Also, if you are already participating in a University retirement plan through another appointment, your enrollment will continue in the same plan and contributions will be made based on all retirement plan eligible service.

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.

I am enthusiastic about your joining our staff and look forward to working with you. To indicate your acceptance for this position, please sign and date below 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

**Addendum to Offer Letter**

**Benefits and Direct Deposit**

This appointment does not include the University’s full employee benefit program. 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.

**I-9 Requirements**

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>).

**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 Civil Rights Compliance via email (daod-ocrc@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 right, title, and interest 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.

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

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

# Information That Needs To Be Included In Every Offer Letter

* Job Classification title
* Employing department
* Terms of appointment
	+ Full time Temporary
	+ Part time (%) Temporary
* Start date
* Rate of pay
* Frequency of pay
* Employment Status – At-will
* 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.
	+ Under this temporary status, if you are continuously employed by the University for six months or longer, you are required to participate in a retirement plan.  The default plan for new participants is IPERS.
	+ Duties are described in the attached local job description.
	+ 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.