**Merit Offer Letter: Temporary Appointment, 6 Months or More**

**[Date]**

**[Employee’s full name]**

Re: Job offer

Dear **[Employee’s name]**,

I am pleased to offer you the **[position title] [job code]** in **[college or department]** at the University of Iowa. The position is **[full time or % part time]** and pays **[dollar amount]** per hour. You will be paid **[bi-weekly or monthly]** through direct deposit.

**[Choose from one of the following sentences].** (1) This appointment comes with a six-month probationary period. (2) As a current permanent employee who has already completed a probation period, you are not subject to a probation period.

By accepting this offer, you’re joining a supportive campus community that prioritizes employee well-being, values collaboration, and appreciates the contributions and efforts of every employee.

**[Insert paragraph about your unit/department if desired]**.

Your anticipated workdays are **[days of the week]** from **[hours of work]** at **[building and room number]**.

Because this is a temporary appointment, you can work a maximum of 780 hours in a fiscal year. This limit applies to all non-permanent appointments under the Iowa Board of Regents Merit system.

This offer is contingent upon successful completion of a criminal background check and credential verification. Please review the attached addendum for additional details – including employment requirements and benefits information – about working at Iowa.

We are committed to providing an accessible and supportive work environment. If you require reasonable accommodation to perform the essential functions of this position, please contact your HR representative **[name]** at **[phone number]** or **[email address]**. We encourage open communication to ensure we can provide the necessary support and resources for you in this role.

We are thrilled you have chosen to share your talents with one of the top public universities in the country. I am excited to have you join us and look forward to working with you.

Go Hawks!

Sincerely,

**[Your name]**

**[Title]**

Please sign your name and today’s date below and initial after the addendum to accept this offer of employment.

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Employee signature

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Date

Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, 01, asylee, and refugee. For more information, please contact [Payroll Services](mailto:payroll-services@uiowa.edu)**.**

**Addendum**

Benefits

This appointment does not include the university’s full employee benefit program. However, you are required to participate in a retirement plan.

Selecting a retirement plan is an **irrevocable decision** that must be made within 60 days of your hire date. You must participate in either the Iowa Public Employees Retirement System (IPERS) or the Teachers Insurance and Annuity Association (TIAA).

IPERS is a defined-benefit plan with retirement income determined by a formula based on your years of service and salary earned. TIAA is a defined-contribution plan with retirement income determined by your individual retirement investment returns.

Retirement plan contributions will begin on your first paycheck. If you do not submit a Retirement Plan Election before your first paycheck, you will automatically have IPERS contributions deducted from your first paycheck. If you later select TIAA before the end of your 60- day elections period, your IPERS contributions will be refunded, and your TIAA contributions will begin on the following paycheck.

University Benefits will notify you via email if you need to take advantage of a benefits election opportunity in Employee Self-Service. You can call University Benefits at 319-335-2676 for more information or visit [hr.uiowa.edu/benefits](https://iowa-my.sharepoint.com/personal/emeyer8_uiowa_edu/Documents/Desktop/FILES%20TO%20KEEP/Employment%20Forms%20&%20Letters%20Templates/hr.uiowa.edu/benefits)**.**

I-9 requirements

In compliance with federal law, we must verify the identity and work authorization of all new employees using the [USCIS Form I-9](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf). Please carefully review page 2 of the form and bring the acceptable document(s) on your first day of employment.

Criminal background check

A thorough criminal background check is required for this position and must be reviewed to determine your eligibility for employment. If any concerns arise from this review, the offer may be withdrawn. For more details, please refer to the [university’s policy on criminal background checks](https://opsmanual.uiowa.edu/human-resources/hiring-and-appointments/criminal-background-check-point-hire).

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, [ui-ocrc@uiowa.edu](mailto:ui-ocrc@uiowa.edu), or phone (319-335-0705).

Intellectual Property Policy

You are required to follow the [University of Iowa Intellectual Property Policy](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy) as a condition of your employment. The University of Iowa Research Foundation (URIF) assumes ownership of qualifying inventions as defined in section 30.3.b(2) of the Inventions Policy and of copyright works as defined in section 30.4b(2) of the Copyright Policy. When you are employed by the university you assign all rights, title, and interest in qualifying inventions and copyrights to UIRF.

Tobacco-Free Campus Policy

The [Tobacco Free Campus Policy](https://opsmanual.uiowa.edu/community-policies/tobacco-free-campus) is part of the university’s commitment to creating a healthy environment for all members of our campus community and is designed to be positive and supportive of overall health and well-being. The policy defines tobacco products as including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff electronic cigarettes and any non-FDA approved nicotine delivery device.

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

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Employee initials

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Date

**Please include the paragraph below in the offer letter if it’s relevant to the position.**

You need a valid driver’s license for this position. This offer is contingent upon a successful review of your driving record and compliance with the [University of Iowa’s Driving Policy](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/risk-management-insurance-and-loss-prevention-5). Failure to meet the requirements of the policy may result in the employment offer’s withdrawal.

**Information that needs to be included in the offer letter**

* Job classification title
* Employing department
* Terms of appointment
  + Full-time temporary
  + Part-time (%) temporary
* Start date
* Rate of pay
* Frequency of pay