**P&S Offer Letter: Existing Employee Transfer**

**[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 year. You will be paid monthlythrough direct deposit.

**[Insert applicable Career, Probationary, or At-Will paragraph from the addendum]**.

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

For your first day at work, please arrive by **[time]** on **[mm/dd/yyyy]** at **[building and room number]** and ask for **[contact person]**.Your anticipated workdays are **[days of the week]** from **[hours of work]**.

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.

Thank you for your continued contributions to the University of Iowa. 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

Your benefits will remain the same unless you transfer from a benefit-eligible position to a non-benefit eligible position, or vice versa.

University Benefits will notify you via email if you need to take advantage of a benefits election opportunity in Employee Self-Service. If you are unsure of your benefit status, you can call University Benefits at 319-335-2676 visit [hr.uiowa.edu/benefits](http://hr.uiowa.edu/benefits) for more information.

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.

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 Civil Rights Compliance’s [Harassment Prevention Education website](https://ocrc.uiowa.edu/harassment-training).

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.

FERPA

To ensure Iowa complies with FERPA (Family Educational Rights and Privacy Act) regulations, all faculty, teaching assistants, and staff who may interact 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.”

Orientation

Your department will provide you with a job-specific orientation, but we also encourage you to watch our brief video series [“Iowa Welcome”](https://www.linkedin.com/learning-login/share?account=42459020&forceAccount=true&redirect=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Fpaths%2Funiversity-of-iowa-ui-welcome-for-new-faculty-and-staff&shareId=b10866db-fef2-4b91-8996-45afecce8734) to learn more about working at Iowa.

P&S status definitions

**At-will status** applies to staff members whose administrative, policy-making, or other responsibilities make it inappropriate to confer career status.

**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 your length of regular and continuous university service at the time the notice is given.

**Probationary status** is the time when your performance is evaluated to determine whether you demonstrate the capacity for continued performance at a level necessary to meet the department or unit’s standards. It is inappropriate to confer career status until successful completion of the stated probationary period.

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 information 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.

P&S status (choose one from following three paragraphs):

* This position is eligible for career status upon 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 more information on your employment status, please refer to the status definitions in the addendum.
* 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 **[mm/dd/yyyy]**. For more information on your employment status, please refer to the status definitions in the addendum.
* This position is classified as "at will" status. For more information on your employment status, please refer to the status definitions in the addendum.

As previously discussed, this position is eligible for **[hybrid or remote]** work in Iowa and requires a work arrangement form to be completed upon the start of your employment. Work arrangements will be reviewed annually and must comply with the [remote work program and related policies](https://opsmanual.uiowa.edu/human-resources/work-arrangements) and employee travel policy when working at a remote location.

Department heads may authorize payment of relocation incentives for new faculty and staff from departmental funds if available and have been prioritized for such use by the dean or vice president. [See Moving and Relocation Policy for additional details](https://hr.uiowa.edu/pay/compensation-classification/professional-scientific-compensation/moving-relocation-assistance). If the new employee qualifies for moving expenses based on university policy, you may consider adding this sentence to the offer letter: “After beginning employment, the university will provide up to [dollar amount] in relocation incentives for you, which will be paid as taxable extra compensation with appropriate payroll tax withholding.”

Please note this offer is contingent upon the following requirements:

Criminal background check

You need to pass a criminal background check to be employed. If you transfer from a role that didn’t conduct a background check, or if your job is security sensitive, your new college/division may choose to conduct a criminal background check. If a check occurred within the last year, the college/division may choose to review those results. 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).

Credentials and reference verification

This offer is subject to verification of your professional credentials, certifications, and licensure (including driver’s license and a driving record review) as required for this position; successful completion of a reference check; and any other information required by law and/or university policy, including self-disclosure of conviction history.

**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
* P&S status
* Rate of pay
* Frequency of pay