**Merit Exempt Offer Letter: Transfer of Existing Employees**

**[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]** perhour and **[dollar amount]** per year. 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.

**[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]**.

Please review the attached addendum for additional details about working at Iowa.

Your employee benefit elections will remain the same. You can find detailed information about university benefits at [hr.uiowa.edu/benefits](https://hr.uiowa.edu/benefits). Please contact University Benefits at 319-335-2676 or [benefits@uiowa.edu](mailto:benefits@uiowa.edu) with questions.

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.

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**

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 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).

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee initials

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Date

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

This offer is contingent upon the following requirements:

Criminal background check

You need to pass a criminal background check to be employed. If you switch to a role that didn’t check your background before, or if your new job is security sensitive, you will need a criminal background check. 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.

**Please include the paragraphs below in the offer letter if they’re 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 every offer letter**

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