CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I write to offer you an appointment as a Graduate Student Technician at the University of Connecticut.

|  |  |
| --- | --- |
| Posting/Internal Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| Department Head | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Total Stipend | ALLOWANCEFORCAR |
| Anticipated Weekly Hours  | OFFERSUPPLEMENTARY\_TEXT06 |
| Union Information | <https://uconngradunion.org/> |

The stipend amount is based on the amounts specified in Article 21 of the GEU-UAW collective bargaining agreement from the most recent academic year. This offer of employment is contingent upon the timely completion of an approved I-9 (Employment Eligibility Verification Form).

Due to the special nature of this appointment, there is no guarantee of continuing your service beyond the specified end date. Please be aware that there may be circumstances that could necessitate ending your authorization earlier.

Your compensation will be issued in biweekly increments, with the first paycheck issued approximately one month following your hire date. A delay in the timely submission and processing of required paperwork may result in a delay in the issuance of your paycheck.

If you are currently enrolled in health coverage through the Connecticut Partnership Plan (CPP) your benefits will continue. Changes to your current coverage may be made during Open Enrollment in April/May for a September 1, effective date. If you are not currently enrolled in health coverage through the CPP, you are not eligible to enroll by virtue of this appointment.

Other terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW). A copy of the collective bargaining agreement as well as contact information and other informational materials, including how to become a member of the union, may be found on the GEU-UAW Local 6950 Website at:<http://www.uconngradunion.org/>.

By accepting this appointment, you are authorizing the University to disclose Employment Information that might otherwise be covered by the Federal Education Rights and Privacy Act to the GEU-UAW. Employment Information is limited to your full name, employee identification number, appointment start and end date, job title, appointment type (teaching, research, or teaching/research combination), percent appointment level, pay step, bi-weekly stipend, work department or hiring unit, work location and department head.

Sincerely,

RECRUITERFNAME RECRUITERLNAME

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).

*Last updated November 2019*