CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I am pleased to offer you employment at the University of Connecticut. Please review the information below that outlines the principal terms of your employment at the University. This position is established with an end date that may be revised by the University in writing. You must be specifically renewed in writing in order to continue employment beyond the stated end date.

|  |  |
| --- | --- |
| Posting/Internal Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| Supervisor | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Full-Time Annual Salary | $OFFERSUPER |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| New Faculty Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |
| Union Info | [www.ucpea.org](http://www.ucpea.org) |

You will receive the first biweekly paycheck two weeks after the close of the pay period in which you are hired, contingent upon all required documentation being in place.

Your position requires that you have current and active **[specify licensure or certification]** as a \_\_\_\_\_\_\_. This requirement continues throughout your employment in this capacity and loss of this important credential will jeopardize your continued employment. It is your responsibility to advise us of any change in the status of your license.

This offer of employment is contingent upon successful completion of a criminal background check, and your continued employment is conditional upon the timely completion of an approved I-9 (Employment Eligibility Verification Form). If you do require assistance in extending or obtaining work authorization at the University of Connecticut, please contact the International Student & Scholar Services (ISSS) immediately at (860) 486-3855 or [international@uconn.edu](mailto:international@uconn.edu).

If you accept our offer, you will soon receive a communication from the Department of Human Resources about several important topics, including New Employee Orientation, employee benefits, selecting a retirement plan prior to your first day of employment, and securing your University Network Identifier (NetID).

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy. Specifically, **{insert specifics of teaching, research, public engagement, and service expectations}**.

During your interview, we discussed a work schedule. There may be additional hours on occasion. Given the nature of our operation and the potential for program expansion, your days and hours of work may have to be changed in the future and you should anticipate this possibility as a condition of employment. Any changes to your regular work schedule will be made in accordance with the terms and conditions of your collective bargaining agreement.

Other rights and terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA). A copy of the collective bargaining agreement may be found on the UCPEA website at: www.ucpea.org.

You are joining a University hallmarked by a sense of community in which diverse views are welcomed and respected and in which there is a sense of unity which comes from working together to effect constructive change. UConn is Connecticut’s only public research extensive university, a prestigious designation that rests firmly on the institution’s commitment to the unfettered pursuit of knowledge through research, teaching, and outreach. You are joining a University in which diverse views are welcomed and respected even as we work together to advance our academic mission and to effect constructive change. We are delighted that you will be joining us.

Sincerely,

RECRUITERFNAME RECRUITERLNAME

Supervisor

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/).

Policies for review at <http://policy.uconn.edu>:

“Code of Conduct” Guide: <http://policy.uconn.edu/?p=140>

*Last updated November 2019*