DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear NAME:

I write to offer you a Special Payroll appointment at the University of Connecticut.

|  |  |
| --- | --- |
| Job Title |  |
| Department Head |  |
| Department  |  |
| Executive Division |  |
| Start Date |  |
| End Date |  |
| Total Stipend |  |

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.

This compensation will count towards your 12/12ths earnings maximum for this academic year and is contingent upon your having extra earnings capacity within your pay maximum. If you have already met or exceeded your 12/12ths compensation maximum, you will not receive extra compensation for this assignment. Please refer to the [University’s Extra Compensation for Full-time Faculty in AAUP Policy](http://policy.uconn.edu/?p=366).

Your current position as an AAUP faculty member on the regular payroll carries with it the full complement of insurance and retirement benefits. If applicable, deductions for your retirement plan will be taken from this payment.

I trust this opportunity will be both personally and professionally rewarding for you and beneficial to the work of the University. Thank you for your interest. Please indicate your acceptance of the offer by signing below and returning one copy of this letter to me. We look forward to having you join us.

Sincerely,

SIGNATURE AUTHORITY

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/).

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Signature Date