**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**RESEARCH INTERN LETTER**

[date]

[name and address]

Dear [name]:

(*Add the following paragraph for* ***exempt*** *positions, remove if non-exempt)*

On behalf of [name of Department/Center] at the University of Wisconsin-Madison I am pleased to offer you a post degree training appointment as Research Intern effective [start date]. You recently completed your [masters **OR** bachelors] degree in [degree subject] in [month/year of graduation] at [university]. You will be able to build on your [degree subject] background by [describe specific additional experience or training the individual will gain relevant to their degree]. You will be collaborating with [name of professor]. Your gross biweekly pay will be $[biweekly rate] which is based on a full-time annual (twelve-month) rate of $[salary] at [percentage]% time. I anticipate that your appointment will continue at least through [end date], contingent upon your training progress and satisfactory performance, the availability of funding, and program needs.

(*Add the following three paragraphs for* ***non-exempt*** *positions, remove if exempt)*

On behalf of [name of Department/Center] at the University of Wisconsin-Madison I am pleased to offer you a post degree training appointment as Research Intern effective [start date]. You recently completed your [masters **OR** bachelors] degree in [degree subject] in [month/year of graduation] at [university]. You will be able to build on your [degree subject] background by [describe specific additional experience or training the individual will gain relevant to their degree]. You will be collaborating with [name of professor]. This is a [percentage]% time appointment and you will be compensated at an hourly rate of $[hourly rate] per hour based on the full-time annual rate of $[salary]. I anticipate that your appointment will continue at least through [end date], contingent upon your training progress and satisfactory performance, the availability of funding, and program needs.

This position will be staff non-exempt (paid hourly; overtime eligible) as a result of the changes made by the U.S. Department of Labor to the Fair Labor Standards Act (FLSA) (see <https://www.dol.gov/whd/overtime2019/>). The changes require positions exempt from overtime to be paid $35,568 annually.

Your new position is not included in a certified bargaining unit, and it is non-exempt under the Fair Labor Standards Act provision for overtime. Should your supervisor assign overtime hours, you will be paid at a premium rate or shall be credited with compensatory time off at a rate of 1.5 hours per hour worked, for all hours worked in excess of 40 hours in a work week. At the discretion of the employer, compensatory time credits may be provided as payment for overtime. Such compensatory time credits received may be preserved, used, or cashed out at the discretion of the employer.

This position includes the fringe benefits described at <https://www.wisconsin.edu/ohrwd/benefits/download/grad.pdf>. Since the enrollment period for many of the benefit programs is within 30 days of your appointment begin date, please contact [name of benefits coordinator] at [location] within the first few days of your appointment to avoid any loss of benefits or the need to submit evidence of insurability. A benefits walkthrough tool can be found at <https://uwservice.wisconsin.edu/ebenefits/>.

Your Research Intern salary is, in most cases, subject to income taxes. See <https://www.ohr.wisc.edu/payroll/taxes.aspx> for tax information pertinent to US citizens, permanent resident aliens (green card holders), or resident aliens.

(*Add this paragraph, if on J-1 visa)*

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/integrity-and-other-requirements/export-control/).

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. By beginning your appointment/employment at the University, you agree to be bound by the terms of employment contained in this Letter and the Letter of Offer Attachment. Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I-9 must be completed electronically on or before your date of hire. Also see [name of I-9 coordinator] in the departmental office within three days to complete the I-9 form. Please refer to the attachment which lists the documents you may use.

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in university programs or activities. Information about relevant law, policies, resources, complaint procedures and protected bases, including how to contact the Title IX and Americans with Disabilities Act Coordinators and on nondiscrimination on the basis of sex in federally assisted programs is available at: <https://www.oed.wisc.edu>.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

It is the policy of UW-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact [HR Manager], Divisional Disability Representative (DDR) at [HR Manager phone number] or [HR Manager email]. The DDR is the person authorized to receive and maintain confidential medical information in our College. More information can be found at the following website: <https://employeedisabilities.wisc.edu/>

We look forward to a mutually rewarding working relationship with you.

Sincerely,

[name of person signing letter]

[title of person signing letter]

Enclosures:

Offer Letter Attachment with List of Acceptable Documents for I-9

xc: [name of any individuals to be copied]