**Draft Zero Dollar Letter**

**(Month DD, YYYY)**

**(Address Block)**

Dear **(name),**

On behalf of the **(Department name)**, I am pleased to confirm your zero dollar appointment as **a/an** **(payroll title)**. **(Include if volunteering)** Thank you for your willingness to volunteer your services to UW-Madison and specifically this department. **Include if paid**: Explain the source of salary. For example, is this employee compensated through their home institution via an agreement with UW?

This appointment is for the **(Fall/Spring semester of the 2019-20 academic year) / (2019 Summer Term)**. Classes begin **(start date)**. For administrative purposes, this is a fixed-term terminal appointment that begins (**payroll start date**) and ends (**payroll end date**).

It is my understanding that you will be responsible for teaching (**course name and number**), under the supervision of **(supervisor name and title)**. **Briefly describe duties.**

# If a criminal background check is required, pick one of the following:

## CBC required, employee will not have access to vulnerable populations

Pursuant to UW-System Board of Regents policy, this offer is conditional pending the results of a background check. If the results are unacceptable, the offer will be withdrawn or, if you have started, your appointment will be terminated.

## CBC required, employee will have access to vulnerable populations. CBC will need to be complete prior to the letter being sent.

Your position has been identified as a position of trust with unsupervised access to vulnerable populations. The University of Wisconsin–Madison requires that a criminal background check (CBC) be conducted [every four years on all volunteers who hold a position of trust with unsupervised access to vulnerable populations] or [every two years on all volunteers who hold a position with access to minors in precollege camps]. It is also required that all volunteers with this access, must self- report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator, Annie Powers. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in the termination of your volunteer position. These requirements are to safeguard the campus community for students, employees and visitors. Link to the CBC Policy - http://www.ohr.wisc.edu/polproced/cbc.aspx

The Department will provide you with office space and access to university facilities, such as campus libraries and recreational facilities. We also invite you to attend departmental seminars and to interact on an individual basis with our faculty. Unfortunately, we are not in a position to provide funding for secretarial service, telephone toll charges, postage or office supplies.

Sincerely,

**Chair/Director (name and title)**

Enclosures: Volunteer Fact Sheet

xc: L&S HR Rep