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

**ACADEMIC STAFF HOURLY LETTER**

[date]

[name and address]

Dear [name]:

On behalf of the [name of Department/Center], I am pleased to offer you an appointment as [title] (with the business title of [business title]) effective [start date] through [end date]. This is an hourly fixed-term [terminal/renewable] academic staff appointment. The College of Letters & Science requires a one-year evaluation period. Your appointment is contingent upon successful completion of an evaluation period which will run through [end date of appointment]. *(If the position is less than a year include the following* *sentence*) If your position is extended or if you accept a new academic staff role in the same operational area, you will need to successfully complete the remaining evaluation time to reach the one-year requirement. You will be paid $[hourly rate] per hour. Reappointment is contingent upon satisfactory performance, funding, and the needs of the [name of Department/Center]. The operational area of your appointment is the [operational area], and [name of supervisor] will be your supervisor.

This offer of employment is conditional pending the results of the criminal background check and reference check process that includes questions regarding sexual violence and sexual harassment. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

The responsibilities of this position are described in pvl # [pvl #].

(*Add this paragraph for positions that supervise other staff)* As a newly appointed supervisor, we recommend that you attend the UW-Madison Principles of Supervision and Management training. Other supervisors who have attended have found it useful. The UW-Madison Office of Human Resources, Learning and Talent Development offers this training. Information about the training and the registration link can be found at <https://www.talent.wisc.edu/catalog/> under the category of “Fully Prepared to Manage”. Enrollment is on a first-come, first-served basis, so you should enroll as soon as possible. Please contact Fully Prepared to Manage Program Coordinator at 608-890-0806 with any questions.

*(Add this paragraph if in a position of trust with access to vulnerable populations)*

Your position has been identified as a position of trust with access to vulnerable populations. The UW-Madison requires that a criminal background check (CBC) be conducted [every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations] **OR** [two years on all current employees and volunteers who hold a position with precollege camps]. It is also required that all employees and volunteers with this access must self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator [HR Business Partner]. 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 a disciplinary action, up to and including dismissal. These requirements are to safeguard the campus community for students, employees and visitors.

University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP), which governs academic staff appointments, is available on the web:

ASPP is located at <https://acstaff.wisc.edu/resources/#policies-procedures>

Enclosed is a document entitled, *Letter of Offer Attachment,* and a summary of the benefits available to faculty, academic staff and limited employees. Since eligibility for benefits and/or unclassified leave is determined by the number of hours worked, please see [name of benefits coordinator] to discuss whether or not you may become eligible.

Hourly academic staff employees are required to submit timesheets every two weeks. Please see [name of payroll coordinator] regarding timesheet deadlines and payment schedules.

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/>

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 for a list of documents that you may use.

(*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/).

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Additional information and a registration link for this training can be found at: <https://compliance.wisc.edu/titleix/employee-training/>. (If you are currently a student at UW-Madison and have already taken a similar training directed at students, you are not required to take this training.) Please note you will need your campus ID in order to register for the training.

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/>.

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 and complaint procedures and protected bases is available at: <https://employeedisabilities.wisc.edu/>.

If you have any questions about your appointment, our onboarding coordinator, [onboarding coordinator name] [onboarding coordinator email], is available to assist you. You have also been assigned a peer partner, [peer partner name] [peer partner email], who will be available to offer advice and guidance regarding the day-to-day aspects of working at UW-Madison. They may be in contact to welcome you to your new role or will meet you in person once you begin your appointment.

Sincerely,

[name of person signing letter]

[title of person signing letter]

Enclosures:

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

Benefits Summary for Faculty, Academic Staff and Limited Employees

Position Vacancy # [pvl#]

xc: [name of any individuals to be copied]