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

**TEMPORARY EMPLOYEE LETTER**

[date]

[name and address]

Dear [name]:

This letter is to confirm your temporary employment (TE) appointment as [title] (with the business title of [business title]), in the operational area of [operational area] with the [name of Department/Center] at the University of Wisconsin-Madison effective [start date]. Your pay will be $[hourly rate] per hour.

Deductions will be made from your bi-weekly paycheck for Social Security and Federal and State taxes. You will be paid on alternate Thursdays. The length of your employment in this position will not exceed a total of 1,044 hours worked in 26 consecutive pay periods.

Your new position is not included in a certified bargaining unit. This temporary appointment is an at-will employment and does not give you rights to an ongoing university staff position. Your position is non-exempt under the provisions of the Fair Labor Standards Act and you will be paid 1.5 times your hourly rate for all hours worked in excess of 40 hours in a single work week.

As a temporary employee, you are eligible and encouraged to compete for ongoing or renewable positions for which you are qualified. Your TE benefits include coverage under Worker's Compensation, Unemployment Compensation, Social Security, Tax-Sheltered Annuity 403(b) program, Wisconsin Deferred Compensation 457(b) program and long-term care insurance. In addition, you are also eligible for performance awards. Benefits to which you are NOT entitled are seniority, vacation, paid holidays sick leave, and compensatory time. You may also become eligible for group insurance and retirement benefits under Ch. 40, Public Employee Trust Fund, Wis. Stats. If you are eligible, or have questions regarding eligibility, and wish to enroll, please contact your payroll and benefits office for information and/or application forms.

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. 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 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. Compensation increases are contingent on completing this training. Additional information including the registration link for this mandated training and multi-language handouts with summary information regarding campus resources and reporting options can be found at: <https://compliance.wisc.edu/titleix/employee-training/>

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/>

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://compliance.wisc.edu/eo-complaint/>

Please report to [name of supervisor] on [date] at [time] for assignment of your new duties and responsibilities. We trust your assignment with us will prove to be both challenging and rewarding.

Sincerely,

[name of person signing letter]

[title of person signing letter]

I have read and accept the terms of this appointment:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Enclosures:

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

Position Vacancy # [pvl#]

xc: [name of any individuals to be copied]