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

**UNIVERSITY STAFF FIXED-TERM FINITE 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 [percentage]%-time appointment is a university staff fixed-term finite appointment. Your will be compensated at a rate of $[hourly rate] per hour. 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 If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Your new position 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.

You will be required to serve a six-month (*change to one-year if Payroll Specialist I, Graduate Program Coordinator, or HR Coordinator*) probationary period.

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

*(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.

*(Add following two paragraphs if benefits eligible and new enrollment opportunity—remove if not needed)*

Enclosed is a document entitled, *Letter of Offer Attachment,* and a summary of benefits available to university staff. Detailed information about benefit plans may be found at <https://hr.wisc.edu/benefits/>. A benefits walkthrough tool can be found at <https://uwservice.wisconsin.edu/ebenefits/>.

**I recommend that you review the benefits information carefully.** Since the enrollment period for many of the benefit programs is within 30 days of your employment begin date, please see [name of benefits coordinator] within the first few days of your appointment begin date to avoid any loss in benefits or the need to provide evidence of insurability.

*(Add this paragraph if benefits eligible and does not provide a new enrollment opportunity—remove if not needed)*

Your benefits will continue uninterrupted. Please see [name of benefits coordinator] if you have any questions concerning your benefits.

*(Add this paragraph if appointment is not benefit eligible—remove if not needed)*

This appointment is not benefits eligible.

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 University Staff (*Remove if not benefits eligible)*

Position Vacancy # [pvl #]

xc: [name of any individuals to be copied]

**Provisions of Fixed-term Finite Employment**

The following provisions will apply to university staff fixed-term finite employees:

1. Fixed-term finite employees are treated like ongoing employees in terms of pay and fringe benefits (i.e., the positions are assigned to the pay schedule and range of the applicable ongoing title).
2. Fixed-term finite employees have rights similar to other employees including earning of continuous service and increased job security upon successful completion of a probationary period.
3. Incumbents in fixed-term finite appointments may be made ongoing if recruitment was held to fill the position and the possibility of ongoing status was indicated in the job announcement. Employees also may move between fixed-term finite positions without loss of benefits or continuous service.
4. Fixed-term finite employees are subject to layoff, although they may be ended at any time without right of appeal while serving a probationary period. Employees in fixed-term finite positions which are ended have no layoff, reinstatement, restoration rights or eligibility to any other ongoing, fixed-term finite, or temporary positions except for those rights which may have been previously earned in an ongoing position.