|  |  |  |
| --- | --- | --- |
|  | **Department**  School/Administrative Unit  Appropriate Rutgers Name  Street Address  City Name, NJ 00000-0000 | webaddress.edu  ename@domain.rutgers.edu  p. 000-000-0000  f. 000-000-0000 |

Click or tap to enter a date.

Name

Street Address

City, State ZIP

Dear (First Name):

It is my pleasure to extend this offer of employment to you on behalf of Rutgers, The State University of New Jersey. This offer of employment is contingent upon successful completion of all pre-employment screenings.

The following outlines the parameters of your position:

**Department and Reporting Relationship:**

You will be working in the (Department / Unit / Facility Name) of (Organization / School Name), reporting to (Supervisor’s Name), (Supervisor’s Title).

**Primary Campus:** Choose an item.

**Position Title:** (Position Title)

**Pay Type and Salary:**

Your pay type is salaried and your starting annual salary is ($XX,XXX), paid on a bi-weekly basis.

**Position Details:**

Job code: (e.g. 41012)

Recruitment Position Number: (e.g. 22st1234)

Employee Class: 3

This Class 3 appointment is “at-will” and your employment may be terminated with or without cause, and with or without notice, at any time at your or the University’s discretion. In accordance with Policy 60.3.21 – Class 3 and Class 4 Employment, this appointment may be for a minimum of 20 hours and up to 40 hours per week, and such appointments that are non-exempt are eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 1 year of continuous service in the same appointment and be extended up to a maximum of another 1-year of continued service. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion and remains “at-will” at all times. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 3 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the Class 3 and Class 4 Employment Policy and Guidelines at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

**This position is:** Choose an item.

**Workweek hours:** (e.g. 15, 35, 37.5, 40)

In accordance with State law, employees who work less than 20 hours per week are not eligible for employer-reimbursed participation in the State Health Benefits Program (SHBP) or certain State-administered retirement programs. Part-time employees who work less than 20 hours may be able to purchase coverage at the full cost of participation in the SHBP. For more information, please review the benefits eligibility website for part-time employees: <http://uhr.rutgers.edu/benefits/health-benefits/part-time-state-health-benefits-program>.

**Exempt/Non-Exempt:** Choose an item.

Exempt positions are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are neither eligible nor entitled to receive overtime compensation. Non-exempt Class 3 positions are eligible to receive overtime compensation beyond the 40-hour work week in accordance with the rules and regulations of the FLSA as well as University policy. For more information, please review the Class 3 and Class 4 Employment Policy and Guidelines at the University Human Resources website: <http://uhr.rutgers.edu/Class3andClass4>.

**Shift hours:**

(Mon - Fri: X:XX a.m. - X:XX p.m.; or M: X:XX a.m. - X:XX p.m; T: X:XX a.m. - X:XX p.m; W: X:XX a.m. - X:XX p.m; Th: X:XX a.m. - X:XX p.m; F: X:XX a.m. - X:XX p.m.)

**Tentative Start Date:**

Your tentative start date is (tentative start date).

You will be required to attend New Employee Orientation on (date of orientation); you should report to (location of orientation) at (start time of orientation).

**Tentative Appointment End Date:** (tentative end date)

**Work Arrangement:**

Choose an item.

The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective September 1, 2022 through August 31, 2024. Therefore, there is no guarantee that flexible work arrangements will continue beyond that date. Flexible work arrangements are not permanent, are subject to change or cancellation, and contingent on the employee receiving approval in the FlexWork@RU Application System. Additional information may be found at <https://futureofwork.rutgers.edu>.

**Licensure:**

Your position does not require any special license, certification, or permit registration.

Your position of (Position Title) requires current (licensure(s), certification(s), permit(s)). You may be asked to provide original documents to (Human Resources or the Hiring Department), and a primary source verification of your credentials may be conducted. Continued employment may be contingent upon a valid license, certification, or permit as required by your position.

**Benefits Eligibility:**

For the purposes of benefits administration and payroll, the above listed position has been classified as a Rutgers position. This position may be benefits-eligible. For information about benefits eligibility for Class 3 employees, visit <http://uhr.rutgers.edu/Class3andClass4>. For benefits-eligible positions, the various health benefit plan options can be viewed on the Benefits website at <http://uhr.rutgers.edu/benefits/benefits-overview>. Please review the benefits options available to you prior to your scheduled orientation date listed above.

**Pension plan:** Choose an item.

**Paid Time Off:**

(Note to Offer Letter Preparer: choose one sentence and revise if needed)

You will accrue XX vacation days and XX sick days a year.

Your vacation and sick days will be calculated on a prorated basis.

This position is not eligible to accrue vacation or sick time.

You can learn more about the paid time off options available for this position, including paid vacation and sick time and observed university holidays, at: <https://uhr.rutgers.edu/benefits/paid-time-rutgers-positions>. Depending on your start date, negotiating unit and applicable university policy, you may accrue paid time off at a different rate in your first year of employment. Please consult the UHR website on paid time off for more details.

|  |
| --- |
| The following outlines necessary steps that require your attention for prompt onboarding. |

**Background Check Information:**

You will receive an email from HireRight [noreply@hireright.com](mailto:noreply@hireright.com) with a link and instructions for you to submit your personal/employer information.

**Immunization Policy:**

This offer of employment is contingent upon compliance with the University’s vaccination requirements. Under [Policy 100.3.1](https://policies.rutgers.edu/B.aspx?BookId=12074&PageId=459429), *Immunization Policy for Covered Individuals*, if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate’s offer of employment or disciplinary action up to and including termination. You will receive an email from [no-reply@ipo.rutgers.edu](mailto:no-reply@ipo.rutgers.edu) with instructions to upload your vaccination card and/or to apply for a medical or religious exemption, if applicable for your position.

**Employment Eligibility Form (I-9):**

The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. Therefore, this offer of employment is subject to your in-person presentation of proper documentation as required by law. Employment Eligibility Verification (Form I-9) is an online process, and all new employees must present the required documents to the employing department or authorized representative, in person, within three business days of your first day of employment. Also, you must complete Section I of the Form I-9 by your first day of employment. Accordingly, you will receive instructions to complete the Form I-9, and you may direct any questions to your contact listed below.

**E-Verify:**

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Tentative Non-Confirmation (TNC)” of your eligibility for this employment, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC the E-Verify system gives Rutgers a “Final Non-Confirmation” on your case, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: [http://www.uscis.gov/portal/site/uscis.](http://www.uscis.gov/portal/site/uscis)

**NetID:**

All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login [to the NetID activation website:](https://netid.rutgers.edu/activateNetId.htm) <https://netid.rutgers.edu/index.htm>, or you can seek assistance from your hiring department or Human Resources Representative.

**New Employee Portal:**

For new hires to Rutgers University, we have compiled a New Employee Portal with information about the university, applicable employee onboarding links, and various forms that need to be completed. In some cases, the online training sessions and forms require you to activate your NetID, and training needs to be completed within a certain timeframe after joining the University. While it is not mandatory to review the information on the New Employee Portal prior to your official start date, we encourage employees to do so prior to starting employment in order to create an easy transition into the Rutgers workforce. The New Employee Portal can be found at: <https://uhr.rutgers.edu/talent-acquisition/new-employee-welcome>.

**RUID Card:**

The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer or mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at [http://iam-ipo.rutgers.edu.](http://iam-ipo.rutgers.edu/)

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter and returning it by Click or tap to enter a date., via DocuSign, email or fax. Should you have any questions concerning this offer, please feel free to contact (Letter Preparer’s Name) at (e.g. 848-XXX-XXXX). You may email the letter back to (e.g. First.Last@rutgers.edu) or fax it back to (e.g. 848-XXX-XXXX).

Sincerely,

(Hiring Manager’s Name),

(Hiring Manager’s Title)

I, (Employee’s Name), understand the contents of this letter and my job description and accept the offer of employment stated herein.

(Employee Signature) (Date)