|  |  |  |
| --- | --- | --- |
|  | **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  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):

Congratulations, your internal promotion bid has been successful. It is my pleasure to offer you this position 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 new 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 and Grade:**

Your position title is (Position Title), which is grade (#, step XXX)..

**Salary:** Your starting rate / salary is ($XX,XXX per annum OR $XX per hour), Choose an item..

**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 positions are eligible to receive overtime compensation in accordance with the rules and regulations of the FLSA, as well as University policy and the terms and conditions of their collective negotiated agreement. For more information, please visit the University Human Resources collective negotiated agreements webpage at the following address: [http://uhr.rutgers.edu/policies-resources/collective-negotiations-agreements.](http://uhr.rutgers.edu/policies-resources/collective-negotiations-agreements)

**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).

**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>.

**Probationary Period:**

Your position requires a probationary period; you will be on probationary period for (e.g. 90, 120) days, as determined by the applicable policies and collective negotiated agreements.

**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 will be asked to provide the original documents to the Human Resources Generalist, and a primary source verification of your credentials will be conducted. Continued employment may be contingent upon a valid license, certification, or permit as required by your position.

**Union Status:**

This position is not covered under a Collective Negotiations Agreement and is "at-will."

This position is covered under the (Name of Agreement) Collective Negotiations Agreement.

If this position is covered by a collective negotiated agreement, a union representative may contact you to discuss membership. If this position is “at will,” your employment may be terminated with or without cause, and with or without notice, at any time at your or the University’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to regular employees in RBHS positions, as they may be amended from time to time.

**Benefits Eligibility:**

For the purposes of benefits administration and payroll, the above listed position has been classified as a RBHS position and will be covered by the benefits associated with RBHS positions. For more information about the benefits associated with this position, visit the University Human Resources Benefits Overview webpage, <http://uhr.rutgers.edu/benefits/benefits-overview>.

**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>.

**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.

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)