**OFFER LETTER FOR THE FOLLOWING INDIVIDUALS WHO HAVE ACTIVE APPOINTMENTS: Classified Staff, Temporary Hourly Employee, or Students**

*\*\*\*For classified staff employees ONLY: submit a staff change of pay request form for approval prior to creating this offer letter*

(Date)

(New Employee)

(Address)

(City, State, Zip Code)

Dear (Employee Name):

Congratulations on your selection for the ( Position Title)\_\_\_ position in \_(Department)\_\_\_\_. Your anticipated start date is (date) a starting pay of (Salary)\_\_\_\_\_\_\_. This position will work \_\_\_\_\_\_\_\_\_ hours per week and your schedule is \_\_\_\_\_\_\_\_\_\_\_\_\_.

**This offer is contingent upon the following conditions:**

* Successful completion of a satisfactory criminal background check and satisfactory reference checks. (Include this if it is needed)
* Your completion of the I-9 Form on or before your first day of work which verifies you are eligible to work in the United States
* [(Add if needed) Contingent upon continuation of work and/or funding; pre-employment drug testing].
* Successful completion of all other pre-employment processes**.**

Your anticipated start date is (date) or soon thereafter depending on the successful completion of the background and reference checks. An official start date will be determined after satisfactory results are received from all pre-employment processes.

As temporary hourly employees, your employment is subject to Faculty Staff Handbook 3090 A, wherein, Temporary Hourly (TH) positions are positions in which the employee is compensated on an hourly basis as the services are needed. Employment can be terminated at will, and the employee has no expectation of continuing employment. This temporary hourly position and offer are contingent upon the continuation of work and funding.

To avoid delays in setting up your payroll record, please visit Human Resources or your off-site administrator on or before your first day of work. Note that your employment is contingent upon verification of your eligibility to work in the United States pursuant to federal law. This requires that you satisfactorily complete an I-9 form as required by the Department of Homeland Security/US Citizenship and Immigration Services on or before your first day of work. Appropriate pieces of identification establishing your identity and employment eligibility are required to complete the necessary paperwork. For a complete listing of appropriate identification contact Human Resources at 885-3638. The Human Resources Office is located at 415 W. 6th St. in Moscow.

Again, congratulations and welcome to the (Dept Name or U of I). If you have any questions, please contact me at (Dept Phone).

Sincerely,

(Name of Administrator/Supervisor Extending Offer)

(Position Title)

I accept the terms of this appointment as stated above.

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Name Date

If applicable

Enclosure: Employment Agreement Concerning Copyright and Patents

(located at <http://www.uro.uidaho.edu/documents/Patent%20and%20Copyright%20Agreement.pdf?pid=77383&doc=1>)