University of Idaho
Human Resources

Exempt position offer letter template

Date

Address

Dear:

On behalf of the University of Idaho, I am pleased to offer you an appointment as _____ at the University of Idaho effective {date}, at a salary of ${salary} on a fiscal year basis. A separate salary agreement to be signed by you is attached.

As _____, you will report to _____ and {insert brief overview of duties}.

This Letter of Agreement, when signed by you, [include, if applicable: and subject to _____ (insert contingencies here, e.g., successful completion of criminal background check, pre-employment drug testing, or education verification, etc.) constitutes your contract of employment with the University of Idaho.

If moving reimbursement is applicable:
Reimbursement of allowable moving expenses has been approved up to a maximum of $_____. Allowable moving expenses include transportation of household goods, relocation of your family, transportation of two personal vehicles, and a house-hunting trip. Julia McIlroy (juliam@uidaho.edu, 208-885-6123) of Purchasing Services will assist you with your relocation. Household moves are governed by Idaho State Board of Examiners and University policies, that require repayment of all or part of a move allowance in certain circumstances.

This position is eligible for health benefits, retirement, and other optional benefits depending on the term of appointment. The University of Idaho offers a benefits orientation at the Moscow Campus, Human Resources office located at 415 West 6th Street, every Monday beginning at 8:30 a.m. and continuing until approximately noon. For benefits orientation off site, please contact your hiring administrator. You are encouraged to download and review the benefit package information at www.hr.uidaho.edu/benefits prior to attending the orientation.

To avoid delays in setting up your benefit plan and payroll, please plan to visit Human Resources or your off-site administrator on or before your first day of work. Note that the effective date of your appointment 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 Secruity/US Citizenship and Immigration Services. Appropriate pieces of identification establishing your identity, employment eligibility and social security number will be required to complete the necessary paperwork. To ask benefit related questions, contact Benefit Services at 208-885-3697. Other information you will need to provide during the benefits orientation includes the names, addresses, birth dates, and social security numbers of all your beneficiaries.

The terms of your employment are subject to the Governing Policies and Procedures of the Regents of the University of Idaho and the policies and procedures of the University of Idaho including without limitation those in the Faculty/Staff Handbook and Administrative Procedures Manual as they exist or may be amended. Specific terms and conditions applicable to your appointment are contained in the attached Salary Agreement and Employment Agreement concerning Patents and Copyrights.

This Letter of Agreement and the other documents referenced herein constitute the entire agreement with respect to the terms of your employment. There are no oral or other written agreements relative to your employment unless specified below under "other conditions". This Letter of Agreement may be modified only by written agreement, signed by all the parties. Any changes to this Letter of Agreement shall be deemed to be a non-binding counter-offer.

I look forward to welcoming you to the University of Idaho and to working with you. Please confirm your acceptance of this offer by signing below and returning a copy of this letter to me.

Sincerely,

I accept the terms of this appointment as stated above.

Accepted: _____
Name Date

cc: Human Resource Services
Julia McIlroy, Purchasing

Enclosure: Salary Agreement
Employment Agreement Concerning Copyright and Patents
http://www.uihome.uidaho.edu/default.aspx?pid=85130 [Moving Expenses]
http://www.uihome.uidaho.edu/default.aspx?pid=85151 [Travel Overview]
http://www.uihome.uidaho.edu/default.aspx?pid=85157 [Travel Entitlements]

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