**Titles: All Special Payroll Titles with a Gratis Appointment**

 **(Except for *Adjunct Faculty* use the *Adjunct Gratis letter*)**

**Variables: Title (see Special Payroll Manual at** [**https://hr.uconn.edu/special-payroll-info/**](https://hr.uconn.edu/special-payroll-info/)**)**

Dear:

Please consider this as written confirmation of our recent discussions concerning the temporary availability of your professional services on a voluntary basis to the \_\_\_\_\_\_ Department/Program as a **[title]**. As we discussed, the scope of your services will include the following: **[describe responsibilities]**.Because of the special and voluntary nature of this appointment, there is no guarantee of continuing your service beyond the specified end date.

This offer is also contingent upon the successful completion of a criminal background check.  **[If a criminal background check does not apply, remove this sentence]**

We anticipate that you will begin on \_\_\_\_\_\_\_ and work through \_\_\_\_\_. Please be aware that there may be circumstances that could necessitate ending your authorization earlier. We have agreed that your service will be on a gratis basis, with no remuneration expected. The department will make the arrangements for an e-mail account. Please call Parking Services at (860) 486-4930 (Storrs Campus) for information on your parking options.

You will be issued a University network identifier, known as a NetID, which allows access to various computing services at the University. There are multiple methods by which you may learn your NetID: (1) You will receive a letter via mail to your home providing you with your NetID and instructions for activation (your Department will also be informed of your NetID); or (2) Retrieve your NetID by visiting <http://netid.uconn.edu>; selecting “*Find your NetID*”; and then selecting “*Activate your NetID*”. If you have difficulty with any of the above NetID procedures, and need access to University resources, please call the University Information Technology Services (UITS) Help Center for assistance at 860-486-4357 and select option 3. If your NetID is available, they will verify your identity and help you resolve your initial NetID needs. More NetID information can be found at <http://netid.uconn.edu>.

I trust this opportunity will be both personally and professionally rewarding for you and beneficial to the University. Thank you for your interest.

Please indicate your acceptance of the offer by signing below and returning one copy of this letter to me no later than \_\_\_\_\_\_. We look forward to having you join us.

Sincerely,

Authorized Signature(s)

**Acceptance Statement**

I [**am/am not**] currently employed by another agency of the State of Connecticut or another department/campus at the University of Connecticut.

If yes, Agency/Dept./Campus Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I ACCEPT THIS GRATIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the University’s Code of Conduct.

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Signature of Acceptance Date

Policies for review at<http://policy.uconn.edu>:

“Code of Conduct” Guide: <http://policy.uconn.edu/?p=140>