APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

This letter is to confirm that you have been approved by the Graduate School to work in excess of your already contracted full-time (20 hour per week) Graduate Assistantship.

|  |  |
| --- | --- |
| Job Title |  |
| Department | JOBSUBDEPARTMENT |
| Executive Division | JOBBRAND |
| Immediate Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Additional Contractual Stipend  | $ALLOWANCEFORCAR |
| Additional Weekly Hours | OFFERSUPPLEMENTARY\_TEXT06 |
| Union Information | <https://uconngradunion.org/> |

As discussed, additional weekly hours and an additional contractual stipend accompany this offer. We consider this a temporary supplement to your already existing Graduate Assistantship pursuant to Article 10, Section 6, (3) of the GEU-UAW collective bargaining agreement.

You will receive the first biweekly stipend payment two weeks after the close of the pay period in which this supplemental employment becomes effective. All benefits, including but not limited to, any tuition and fee waivers and your eligibility to enroll in health coverage through the Connecticut Partnership Plan (CPP) are directly derived from your underlying Graduate Assistantship. You are not eligible for any additional benefits by virtue of this temporary, supplemental employment.

Similar to your Graduate Assistantship, this offer is contingent on successful performance as a Graduate Assistant, availability of funds, departmental needs, and satisfactory progress in your degree program,. Additionally, this offer is contingent upon completion and approval of a Dual Employment form, if applicable. If you cease to be a Graduate Assistant for any reason, this temporary, supplemental employment will terminate immediately.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

Supervisor

I accept this temporary, supplemental employment 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](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).