APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

I am pleased to offer you employment at the University of Connecticut. Please review the information below that outlines the principal terms of your employment at the University.

|  |  |
| --- | --- |
| Functional Title | JOBTITLE |
| Classification | ROLETITLE |
| Department | JOBSUBDEPARTMENT |
| School/College/ Division | JOBDEPARTMENT |
| Executive Division | JOBBRAND |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| Start Date | OFFERSTARTDATE |
| Full-Time Annual Salary | $OFFERSUPER |
| Sign On Bonus | **[Insert Amount]** |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |

Let me define some of the parameters of your appointment. As a management employee (referred to at the University as “management exempt”) your appointment as JOBTITLE is at will and you will serve at the pleasure of the **[President, Provost, Executive Vice President].** It is University policy that senior administrators be evaluated at least once each year. It is also my expectation that you will receive a comprehensive review at least every five (5) years.

This appointment carries twelve months of effort for which you will accumulate 22 days of paid vacation per year, consistent with Board policy. The benefits available to you as a management exempt employee are established by the University’s Board of Trustees and described generally On the Human Resources [website](https://hr.uconn.edu/benefits-beyond-pay/). Please be aware that these benefits may be modified or augmented by the Board of Trustees in the future.

You will receive the first biweekly paycheck two weeks after the close of the pay period in which you are hired, contingent upon all required documentation being in place.

This offer of employment is contingent upon successful completion of a criminal background check, and your continued employment is conditional upon the timely completion of an approved I-9 (Employment Eligibility Verification Form). If you do require assistance in extending or obtaining work authorization at the University of Connecticut, please contact your department immediately.

If you accept our offer, you will soon receive a communication from the Department of Human Resources about several important topics, including Orientation, selecting a retirement plan prior to your first day of employment, and securing your University Network Identifier (NetID). If eligible for health insurance, coverage will become effective on the first of the month following your date of hire provided the enrollment process is completed within the initial 31 days of employment.

**[Moving reimbursement, if applicable]** The University will provide reimbursement or direct payment for relocation and moving expenses in accordance with the [Relocation and Moving Policy](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicy.uconn.edu%2F2013%2F08%2F07%2Frelocation-and-moving-policy%2F&data=04%7C01%7Cvictoria.meacham%40uconn.edu%7Ca45be3d7ccc8457e87cf08d8e01a2c2b%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637505750304016825%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vRDEK8wrF2ttcYP5BcKSnroMmfV0D1X1aB4ia0pXKo8%3D&reserved=0). For your move from OFFERSUPPLEMENTARY\_TEXT06 the department of JOBSUBDEPARTMENT will provide up to ADDITIONALALLOWANCE1. Please refer to the University’s [Relocation and Moving Procedures](https://policy.uconn.edu/wp-content/uploads/sites/243/2021/05/Relocation-and-Moving-Procedures.pdf) for more information. A representative from Signature Relocation will reach out to you within a week of the acceptance of this offer to consult with you regarding your relocation.

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy. Specifically **{insert specifics of position}.**

UConn is Connecticut’s only public research extensive university, a prestigious designation shared by only the nation's top higher education institutions. UConn emphasizes the discovery of knowledge through research and through the dissemination of that knowledge in learning and outreach. We have one goal: assuring the vitality and viability of the University of Connecticut for the benefit of the state and its citizens. We are delighted that you will be joining us in this effort.

Please indicate your acceptance of the offer electronically no later than five business days from the date you received the letter.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

**[Provost, VP, or Dean]**

By accepting this appointment electronically I agree to the terms described above and 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/).

Policies for review:

[Relocation and Moving](https://policy.uconn.edu/2013/08/07/relocation-and-moving-policy/)

[Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/)