APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I write to offer you a Temporary Appointment at the University of Connecticut.

|  |  |
| --- | --- |
| Job Title |  |
| Department | JOBSUBDEPARTMENT |
| Executive Division | JOBBRAND |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Budgeted Hourly Rate | $OFFERBASE |
| Hourly Rate | $OFFERBASE |
| Anticipated Weekly Hours | OFFERSUPPLEMENTARY\_TEXT06 |

This offer of employment is contingent upon:

* Successful completion of a criminal background check if you have had a break in service of greater than one year OR have not been subject to a prior pre-employment criminal background check at the University of Connecticut
* Timely completion of an approved I-9 (Employment Eligibility Verification Form).
* Completion and approval of a Dual Employment form, if applicable

This is a FLSA non-exempt, hourly paid appointment. As such, you will be required to complete a timecard on a biweekly basis. Non-exempt employees are covered by the overtime provisions of the FLSA, and they are entitled to overtime pay at the rate of time-and-one-half for all hours worked exceeding 40 in a work week. Prior approval from a manager is required via the Request to Work Beyond Regularly Scheduled Hours form before working more than 40 hours per work week.

Your compensation will be issued in biweekly increments, with the first paycheck issued approximately one month following your hire date. A delay in the timely submission and processing of required paperwork may result in a delay in the issuance of your paycheck.

As you know, all benefits are derived from your retiree status which limits you by State statute to working no more than 120 days in a calendar year (unclassified retirees) or up to 960 hours (classified retirees). Per UConn’s [Policy on Re-Employed Retirees](https://policy.uconn.edu/2011/05/24/re-employed-retirees-policy-on/), retired employees should not exceed 75% of their pre-retirement pay for 120 days of work. Please also refer to [Executive Order #27-A](https://www.ct.gov/governorRell/cwp/view.asp?A=1719&Q=449466), as additional restrictions may apply.

I trust this opportunity will be both personally and professionally rewarding for you and beneficial to the work of the University. Thank you for your interest. We look forward to having you join us.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

Supervisor

I ACCEPT THIS 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](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/).