Dear :

Congratulations on your new role and welcome to the University of Minnesota community! You are joining a remarkable place. Founded in 1851 as the state’s land-grant institution, the University of Minnesota is one of the most comprehensive public research universities in the United States. Our 26,000 statewide staff and faculty serve a student body of nearly 50,000 and the University ranks as the sixth largest employer in Minnesota.

The is a part of the Academic Health Center (AHC), which is home to six colleges and schools and a number of research centers committed to addressing critical health issues. Our mission is to develop and sustain a world-class academic health center, where health sciences schools collaborate to improve health across Minnesota and around the world, to find new treatments and cures for illnesses, and to train the next generation of highly qualified health professionals.

Enclosed is your offer letter which includes the specific terms and conditions of your employment including your background check, I-9 verification, benefits, and other informative links. Please take the time to carefully review the materials presented, explore the links, and ask questions. Sign up for one of our New Employee Welcome sessions to meet other new employees and have your picture taken with our mascot, Goldy!

Working at the University of Minnesota and in the Academic Health Center is a truly unique experience. We look forward to what we can discover together!

Dear :

I am very pleased to offer you the position of in the at the University of Minnesota. This is a continuing staff position governed by the collective bargaining agreement between the University and AFSCME Locals 3800 and 3801 Council 5, AFL-CIO, which is available online at [AFSCME Clerical Contract](https://humanresources.umn.edu/unit-6-afscme-clerical).

The specifics of this offer are outlined below:

* This is a percent appointment, month continuous appointment.
* The mutually agreed upon start date for this appointment is . Days and hours of work are . Please report to . A map is enclosed for your convenience.
* In this position you will serve a probationary period of .
* Your annual salary is with an hourly rate of. You will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on . Eligibility for shift differential pay is outlined in Article 19 of the collective bargaining agreement.
* This position is eligible for overtime pay. All overtime hours must be pre-approved by your supervisor.
* As a University employee you are covered by Social Security and the Minnesota Retirement System. If you work 50% time or more, you may also qualify for health, dental and life insurance programs. A summary of benefits that are tied to this position may be viewed on the web at [Benefit Summaries](https://humanresources.umn.edu/questions-about-employment/benefits-summaries-prospective-employees).
* This appointment will provide vacation and sick leave benefits to you as described in Articles 16 and 17 of the collective bargaining agreement.
* Federal law requires that all employees be authorized to work in the United States. This employment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota. Regardless of your citizenship status, you must: 1) complete and submit Section 1 of the I-9 Form found at <http://www.newi9.com> on or before your first day of work for pay, 2) provide the required I-9 documentation described on the I-9 form to establish your identity and authorization to work on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements.Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all of these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will not be allowed to start work, or remain in the workplace until you present the required documents.
* This offer is contingent upon the successful completion of a background check. You will receive an email from the University’s background check vendor, General Information Services, Inc. (GIS), which will include the link to enter your personal information and authorization for the check. Please enter your information as soon as possible upon receipt of the eLink from GIS.
* You are responsible for continuing to comply with any and all licensing, certification or other requirements for the position.
* You have a right to review your personnel file once every six months while employed with the University of Minnesota. To exercise this right, you must submit a written request to review your file to . If, after reviewing your file, you dispute specific information, please inform your . The University may agree to remove or revise the disputed information. After you have had an opportunity to review your file, you may make a written request for a copy of the record at no cost to you.

(OPTIONAL – IF A CURRENT ACCURATE JOB DESCRIPTION EXISTS: Attached is a job description generally describing the current responsibilities of this position; they are subject to change.)

The University offers a comprehensive New Employee Welcome program to all new employees at the Twin Cities campus through the Office of Human Resources. While this program is designed for full-time employees, all new employees are welcome to participate. You can find out more about the program, as well as other resources you may be interested in at: [New Employee Welcome Sign Up Link](https://humanresources.umn.edu/new-employees). To register for the program, you will need your University of Minnesota Internet ID and password. Talk to your supervisor to determine if this program is a good fit for you in your new position and to see if you can obtain your Internet ID before you begin work.

For parking and transportation information, refer to [U of M Parking & Transportation Link](https://www.pts.umn.edu/) or call (612) 626-7275.

I would be happy to answer any questions you may have or provide clarity on your appointment. Should you decide to accept this position, please sign and date the original of this letter indicating that you have read and fully understand the provisions of your employment as explained in this letter. A copy of this letter is enclosed for your records. Please proceed to make an appointment with at so that appropriate documents connected with your acceptance of this new position may be completed.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and .

Sincerely,

I accept the position of in the and acknowledge receipt of this offer letter.

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Signature Date