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!

NAME

ADDRESS

CITY STATE ZIP

Dear FIRST NAME:

We are pleased to offer you the position in the at the University of Minnesota, and are excited for you to join us. In this role, you will be reporting directly to .

Following are the details of our offer:

1. As , you will be part of the University of Minnesota, Academic Health Center. Per our discussion, your salary will be if annualized on a 12-month basis. This position is a twelve-month annually renewable professional-administrative position. This means you are employed on a twelve month contract, which is renewed unless you are provided with advance notice of non-renewal. To align with our fiscal year, your initial appointment will be effective through and will be annually renewable thereafter. The policy governing Academic Professional & Administrative (P&A) appointments is available online: [Appointments of Academic and Professional Employees (P&A)](http://policy.umn.edu/Policies/hr/Hiring/APPOINTPA.html).
2. The mutually agreed upon start date for this appointment is . You will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on . Given your start date, you be eligible for merit increase consideration this appointment year as part of the annual merit increase program in June. Merit increases are not guaranteed and will be determined based on performance and available merit pool.
3. The University has an outstanding benefits package. You can find a summary of the benefits at: [2018 Benefit Summary for Twin Cities - P&A](https://humanresources.umn.edu/new-employees/benefits-summaries).
4. You are entitled to participate in the Faculty Retirement Plan (FRP) immediately upon hire. Under the current plan, employees are immediately vested. Employees contribute 5.5% of their income, and the University contributes 10%. The University also offers two additional options for voluntary retirement savings. More information can be found through the Retirement section on the Employee Benefits website: [Faculty and P&A Retirement Plan](http://www1.umn.edu/ohr/benefits/retiresave/index.html).
5. Based on your []% appointment, you will accrue () days of vacation, and are eligible for 11 holidays including one personal holiday in your first year of employment. You are also entitled to additional benefits such as disability insurance, life insurance, health and dependent care flexible spending accounts and the Regents Scholarship. Details on all of the available benefits can be found on the Employee Benefits website. [U of M Benefits Plans](https://humanresources.umn.edu/benefits).
6. As a new employee, you are encouraged to participate in our New Employee Welcome program.

 [New Employee Welcome Sign Up Link](https://humanresources.umn.edu/starting-u/neo).

1. Following your acceptance, an electronic Notice of Appointment will be located on MyU under the [My Info](http://hrss.umn.edu/) link. The Notice should be consistent with the terms of this letter.
2. Policies applicable to University employees generally can be found at the [Office of Human Resources Policy website](http://www1.umn.edu/ohr/policies/index.html).
3. As a University employee, you have the right to review your personnel file once every six months. To exercise this right, submit a written request to in the Academic Health Center HR (AHC). If you dispute any information in your file, you should inform . The University may agree to remove or revise the disputed information. After reviewing your file, you may also make a written request for a copy of the records at no cost to you.
4. Before you begin your work at the University, you will be required to successfully complete a background check. You will receive an email from the University’s background check vendor, General Information Services, Inc. (GIS) that will include a 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.
5. 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.i9express.com](http://click.ecommunications2.umn.edu/?qs=0f18882f96184a8fe1d0855f9ea8ce15c50959867321bfb4d6046a5987b65e48184ddb82502bb154767d5ac652a84379) 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.

We are excited for you to join us, and are happy to address any questions you might have. If you accept our offer, please sign below and return a copy of the letter to my attention.

Sincerely,

Attachment – Job Description

I accept the position of as described above.

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Signature Date