**OFFER LETTER TEMPLATE AND INSTRUCTIONS**

**ASEs with Hourly Appointments**

**Please note that the following letter is one the department or hiring units must use to meet contract requirements. Fill in the highlighted sections and edit the letter to meet the needs and requirements of the department or the individual to whom the offer is being made. However, the final document must include all of the following required topics for “Offer of Initial Appointment.” Please note that once the appointment is accepted, Article 16 – Layoff applies. Please contact your HRC if you have any questions.**

**Letters offering appointment must be issued to incoming and continuing ASEs by 1 June. Students generally have two weeks to respond to their offer. Letters offering appointment beginning in any other quarter but autumn must be issued 30 days before the start of the appointment and will generally have one week to respond to the offer.**

* Appointment title
* Expected hours for hourly employees – if a range of expected hours is used, confine this range to 2 hours, ex. approximately 10-12 hours per week
* Effective dates and duration of appointment.
* Hiring unit
* Hiring unit contact
* Summary of nature of required duties
* Salary/wages
* Health and other applicable benefits, if any
* A statement that ASEs are eligible for University of Washington Voluntary Investment Program (VIP) and the website link to VIP
* Costs of tuition or fees that are required as a condition of employment, if any
* Conditions of employment including Sexual Misconduct Declaration
* Response requirements
* Statement that the position is covered by a collective bargaining agreement
* Website address for the collective bargaining agreement
* A link to the Union’s website (UAW4121.org).
* Information about reasonable accommodation which will include the contract article number and contact information for the ASE’s employing department’s Human Resources Consultant.

**SAMPLE OFFER LETTER**

**Hourly ASE position**

**Basic Information**

I am pleased to offer you a position as a \_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_ at the University of Washington. The dates of appointment are \_\_\_\_\_ through \_\_\_\_\_. It is expected that you will work approximately \_\_\_\_ hours per week during the term of this appointment.

**Compensation and Benefits**

The University will pay you \_\_\_\_ per hour. Eligibility for benefits such as leave and childcare assistance, is detailed in the collective bargaining agreement that is referenced below. Your position is eligible for the University of Washington Voluntary Investment Program (VIP). Information and individual eligibility can be found at: https://hr.uw.edu/benefits/retirement-plans/optional-retirement-plans/uw-voluntary-investment-program/.

**Expectations/Required Duties**

In general, the duties for this appointment include \_\_\_\_\_\_ (***examples: serving as an undergraduate TA for one class per quarter/ serving as a tutor in a specific tutoring or writing center***). No later than three weeks prior to the beginning of your duties, you will be provided with a document that describes the specific tasks, times, and locations related to your appointment, the supervisor to whom you will report, required training programs, procedures used for evaluation, and another additional details related to the duties required for the appointment.

**Conditions of Employment**

All aspects of this offer are contingent upon your legal eligibility to work in the United States. The Employment Eligibility Verification Form I-9 is used to verify the identity and employment authorization of citizens and noncitizens hired for employment in the United States. Employees who are unable to meet federal Form I-9 requirements cannot lawfully be employed. https://hr.uw.edu/policies/form-i-9/requirements/

Prior to starting work, you must complete all-preemployment declarations (i.e. sexual misconduct declaration).

This appointment is dependent upon satisfactory performance of your duties. Hourly ASE appointments are subject to the Student Hourly Employment Work Hours Limits Policy and the Student Hourly Employment Eligibility Policy: https://hr.uw.edu/studentemployment/.

It is also expected that you attend any orientations and/or training sessions required for your position. You will be paid at your hourly rate for time spent in such required orientation or training sessions, except as described in Article 35 Section 4 of the collective bargaining agreement that is referenced below.

**Union Affiliation/Collective Bargaining Agreement**

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121, which is found at the following website: <https://hr.uw.edu/labor/unions/uaw/contract>.  Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting this appointment. For more information regarding the UAW Local 4121 please visit their web site at http://www.uaw4121.org.

**Reasonable Accommodation**

To request disability accommodation, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu, the Human Resources Consultant for your hiring unit (ENTER HRC NAME AND EMAIL – HRC info can be found here: https://hr.uw.edu/contact-us/ Campus HR Contacts by Organization), your department or unit HR representative or your supervisor to start the accommodation request process. Article 38 of the collective bargaining agreement provides more information regarding the reasonable accommodations process.

**Lactation Facilities**

All ASEs shall be provided with a reasonable amount of break time and facilities necessary for expressing breast milk for a nursing child. Please see <https://hr.uw.edu/benefits/care/parenting/lactation-stations/>for a listing of established lactation facilities.

**Response Requirements**

Please inform \_\_\_\_\_ (***CONTACT PERSON***) of your decision to either accept or decline this appointment offer no later than \_\_\_\_\_\_ (***DATE - NO EARLIER THAN TWO WEEKS FROM THE RECEIPT OF THE LETTER*)**. If no such decision is received by \_\_\_\_ (***DATE***) you will be presumed to have declined, and this appointment offer will be invalidated.

***Signature block***

***Cc:***

***Enclosure(s)***