**-- SAMPLE LETTER --**

**NEW HIRE INTO A PROFESSIONAL STAFF POSITION**

TO:

SUBJECT: Your UW Offer Confirmation Letter

Welcome to the University of Washington! We are pleased you have accepted our offer of employment as Business Title at the Department Name. Your job profile title is Job Profile.

The UW is one of the world’s preeminent public universities. We are committed to innovation, providing a leading-edge student experience, advancing social equity, and affecting lives through research excellence. We look forward to your future contributions toward improving lives in our community and beyond.

**Here are the important details about your position:**

* Your position is a professional staff position.
* Your compensation grade is \_\_\_\_\_.
* Your starting salary is $\_\_\_\_\_ per month on a \_\_\_\_\_ month per year basis starting \_\_\_\_\_.
* Your position is \_\_\_\_\_ (select one – overtime eligible or overtime exempt).

In this position you will be reporting to \_\_\_\_\_ and the general scope of your responsibilities will include \_\_\_\_\_. These responsibilities may change consistent with business needs.

All professional staff positions are at the will and pleasure of the employing official, and subject to the overall requirements of the University and the satisfactory performance of each employee. There is no probationary period nor attainment of permanent employment status for persons employed in professional staff positions.

Your offer of employment is contingent upon obtaining a satisfactory criminal conviction history background check, sexual misconduct declaration and sexual misconduct reference check.

All new employees must also complete UW’s online Title IX course about preventing and responding to sex- and gender-based violence and harassment. You will receive information and a link to the course from the Office of the Title IX Coordinator.

As a professional staff employee you will be eligible for salary increases based upon your performance. The amount available for salary increases and their timing are established by the University, based upon authorization from the Washington State Legislature. You can view complete information about the Professional Staff Program online: [hr.uw.edu/professional-staff-program/](http://hr.uw.edu/professional-staff-program/).

**Time off, benefits and retirement savings plan**

As a professional staff employee you will be eligible for sick time off, vacation time off, and paid holidays.

The UW provides a generous benefits package that includes medical, dental, life, and long-term disability insurance through the state of Washington Public Employees Benefits Board (PEBB), as well as retirement savings plans.

To enroll in the PEBB insurances, a new employee must meet [eligibility requirements](https://hr.uw.edu/benefits/insurance/health/eligibility-for-insurance/) as listed by the [state of Washington](https://www.hca.wa.gov/employee-retiree-benefits/public-employees/am-i-eligible). If you meet the eligibility requirements, you have 31 days to enroll yourself and eligible dependents in your choice of medical and dental plans. If you do not make an election in your 31 day window, you will be defaulted into self-only coverage in the Uniform Classic medical plan and Uniform Dental plan, as well as pay a tobacco surcharge and your next opportunity to make an insurance change will be during annual Open Enrollment.

Depending on your employee type, duration of employment, schedule, and retirement participation history, you may have a choice between two of the [retirement plans](https://hr.uw.edu/benefits/retirement-plans/) available at UW. If you are offered participation in a retirement plan, please remember that this participation is a condition of employment and your retirement plan choice is irrevocable. In addition to this plan choice for eligible employees, most employees can elect to participate in one or both [optional retirement](https://hr.uw.edu/benefits/retirement-plans/optional-retirement-plans/) plans to bolster retirement savings.

We sincerely look forward to you joining our team at the UW. Please let me know if you have questions.

Sincerely,

Signature of Employing Official