CONDITIONAL EMPLOYMENT OFFER TEMPLATES

This document has four conditional employment offer templates on separate pages: contract classified; classified non-union; professional staff; and temporary hourly, student, or volunteer. You may copy and customize the templates as necessary for use in your unit. Please send comments regarding these templates to uwhr@u.washington.edu.

**Contract Classified Conditional Offer of Employment to Position Requiring a Criminal Conviction History Background Check**

May be transmitted by hard copy or by email

To:  
From:  
Subject: Conditional Offer of Employment

Dear Ms./Mr. \_\_\_\_\_\_\_,

I am pleased to confirm my offer of employment as a (job title) in (department/unit name) at the University of Washington (UW Bothell, UW Tacoma, UW Medical Center, Harborview Medical Center, etc). This is a contract classified staff position at a salary of $\_\_\_\_\_ per month for \_\_\_\_\_ months per year, and is \_\_\_\_\_ (select one: overtime eligible or overtime exempt). You will serve a \_\_\_-month probationary period in this position.

As we discussed, your employment in this position is conditioned on the University obtaining a satisfactory criminal conviction background check result for you. A-Check America, Inc. runs the background checks for the University. You will receive an email message from A-Check that tells you how to log in to their secure site and provide the information they need to complete the background check process. This will include your birth date, Social Security number and any other names by which you have been known.

Assuming that the background check results will be satisfactory, you are scheduled to start work on (date) at (time). Please come to (location). On your first day of employment we will discuss your orientation and the onboarding process.

Your position is part of a collective bargaining unit that is covered by a labor contract. As a condition of employment, you will be required to either join the union representing this unit and pay dues, or pay a representation fee instead. Payment of dues or the representation fee is something you will need to address with (name of union) at (phone contact; select from information at: http://www.washington.edu/admin/hr/laborrel/employee-org-reps.html). You may also contact the University’s Labor Relations office at 543-6236 for information or if you have questions.

You may view the labor contract covering this position at (link to the appropriate contract for the position; select from: http://www.washington.edu/admin/hr/laborrel/contracts.html). The contract contains information about the terms and conditions of employment in the bargaining unit.

I look forward to your association with the University of Washington and with our department. Please let me know if you have any questions.

Sincerely,

Name

Contact information, etc.

**Classified Non-Union Conditional Offer of Employment to Position Requiring a Criminal Conviction History Background Check**

May be transmitted by hard copy or by email

To:  
From:  
Subject: Conditional Offer of Employment

Dear Ms./Mr. \_\_\_\_\_\_\_,

I am pleased to confirm my offer of employment as a (job title) in (department/unit name) at the University of Washington (UW Bothell, UW Tacoma, UW Medical Center, Harborview Medical Center, etc). This is a contract classified staff position at a salary of $\_\_\_\_\_ per month for \_\_\_\_\_ months per year, and is \_\_\_\_\_ (select one: overtime eligible or overtime exempt). You will serve a \_\_\_-month probationary period in this position.

As we discussed, your employment in this position is conditioned on the University obtaining a satisfactory criminal conviction background check result for you. A-Check America, Inc. runs the background checks for the University. You will receive an email message from A-Check that tells you how to log in to their secure site and provide the information they need to complete the background check process. This will include your birth date, Social Security number and any other names by which you have been known.

Assuming that the background check results will be satisfactory, you are scheduled to start work on (date) at (time). Please come to (location). On your first day of employment we will discuss your orientation and the onboarding process.

I look forward to your association with the University of Washington and with our department. Please let me know if you have any questions.

Sincerely,

Name

Contact information, etc.

**Professional Staff Conditional Offer of Employment to Position Requiring a Criminal Conviction History Background Check**

May be transmitted by hard copy or by email

To:  
From:   
Subject: Conditional Offer of Employment

Dear Ms./Mr. \_\_\_\_\_\_\_,

I am pleased to confirm my offer of employment as a (job title) in (department/unit name) at the University of Washington (UW Bothell, UW Tacoma, UW Medical Center, Harborview Medical Center, etc). This is a professional staff position at a salary of $\_\_\_\_\_ per month for \_\_\_\_\_ months per year, and is \_\_\_\_\_ (select one: overtime eligible or overtime exempt).

The term of appointment to a professional staff position is at the will and pleasure of the employing official, and subject to the overall requirements of the University and the satisfactory performance of each appointee. There is no probationary period, nor attainment of permanent employment status for persons appointed to professional staff positions.

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.

Professional staff employees accrue sick leave and annual leave, and eleven paid holidays. You will also participate in the University of Washington Retirement Plan (UWRP), and have an opportunity to enroll in a variety of medical and other insurance plans. Details concerning these plans will be provided during your benefits orientation.

You can view complete Professional Staff Program information at: www.washington.edu/admin/hr/polproc/prostaff/index.html.

As we discussed, your employment in this position is conditioned on the University obtaining a satisfactory criminal conviction background check result for you. A-Check America, Inc. runs the background checks for the University. You will receive an email message from A-Check that tells you how to log in to their secure site and provide the information they need to complete the background check process. This will include your birth date, Social Security number and any other names by which you have been known.

Assuming that the background check results will be satisfactory, you are scheduled to start work on (date) at (time). Please come to (location). On your first day of employment we will discuss your orientation and the onboarding process.

I look forward to your association with the University of Washington and with our department. Please let me know if you have any questions.

Sincerely,

Name

Contact information, etc.

**Temporary Hourly, Student or Volunteer Offer of a Position Requiring a Criminal Conviction History Background Check**

May be transmitted by hard copy or by email

To:  
From:  
Subject: Conditional Offer of Employment

Dear Ms./Mr. \_\_\_\_\_\_\_,

I am pleased to confirm my offer of employment (or volunteer appointment) as a (job/position title) in (department/unit name) at the University of Washington (UW Bothell, UW Tacoma, UW Medical Center, Harborview Medical Center, etc). This is a (select one: temporary hourly, student, volunteer) position (for temporary/student appointments add:) at a salary of $\_\_\_\_\_ per hour and is overtime eligible.

As we discussed, your employment in this position is conditioned on the University obtaining a satisfactory criminal conviction background check result for you. A-Check America, Inc. runs the background checks for the University. You will receive an email message from A-Check that tells you how to log in to their secure site and provide the information they need to complete the background check process. This will include your birth date, Social Security number and any other names by which you have been known.

Assuming that the background check results will be satisfactory, you are scheduled to start on (date) at (time). Please come to (location). On your first day of employment we will discuss your orientation and the onboarding process.

I look forward to your association with the University of Washington and with our department. Please let me know if you have any questions.

Sincerely,

Name

Contact information, etc.