**-- SAMPLE LETTER --**

**NEW HIRE INTO A CLASSIFIED NON-UNION 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 Working Title at the Department Name. Your job profile title is Job Profile and this is a classified non-union position.

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.

**Additional important information about your position:**

Your position is (select one – overtime eligible or overtime exempt).

Your starting salary is $\_\_\_\_\_ per month on a \_\_\_\_\_ month per year basis starting \_\_\_\_\_.

Full Time Equivalent: 1.0

Start Date: xx/xx/xxxx

Probationary End date: xx/xx/xxxx

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 new employee, your first six months of employment are considered a probationary period. Paid or unpaid time off taken during the probationary period extends the probation period on a day-for-a-day basis.

You will report to Supervisor's Name, Supervisor's title. The general scope of your responsibilities will include Brief description of job duties.

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

As a classified non-union 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 insurances 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 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 UMP 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.

Regards,

Signature of Employing Official