**-- SAMPLE LETTER --**

**NEW HIRE INTO AN UAW COVERED RESEARCH SCIENTIST/ENGINEER 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. Your job duties include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position description which should include a brief description of the anticipated research project unless there are restrictions on disclosure).

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.

This is a contract covered, civil service exempt position which is exclusively represented by the UAW- RSE union. As a contract covered employee, your employment is governed by a negotiated labor contract. Visit the Labor Relations website at <https://hr.uw.edu/labor/staff-unions/uaw-research-scientist-engineers/uaw-rse-contract> to find your current collective bargaining agreement.

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

* Your FTE is \_\_\_\_\_\_.
* Your appointment type is \_\_\_\_\_\_\_ (employee sub-type).
* Your starting salary is $\_\_\_\_\_ per month on a \_\_\_\_\_ month per year basis starting \_\_\_\_\_.
* Your position is \_\_\_\_\_ (select one – overtime eligible or overtime exempt).
* Your start date is \_\_\_\_\_
* Your position end date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable).
* Your anticipated probationary period end date is­­­­­­­­­\_\_\_\_\_\_\_\_\_
* Manager or Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Anticipated place of employment (location of worksite): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Contact person regarding appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HR Partner name + contact information).

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.

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 probationary period on a day-for-a-day basis.

The University maintains individual personnel files. You may access your file in accordance with the provisions of Article 24 – Personnel Files.

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

As a contract covered employee, you will be eligible for sick time off, vacation time off, and paid holidays as described in your collective bargaining agreement.

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. UAW RSEs can access the Summary of Benefits for Academic Staff, Contract Covered Exempt Staff, Professional Staff & Libraries at <https://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/>.

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

Candidate acceptance of terms and conditions of employment

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Candidate signature Date