**OFFER LETTER TEMPLATE AND INSTRUCTIONS**

**ASEs with 0.5 FTE Appointment**

**Please note that departments or hiring units must use the following letter 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. Students generally have one week to respond to the offer.**

**Required Topics:**

* Appointment title
* Appointment % FTE or expected hours for hourly employees
* Effective dates and duration of appointment.
* Hiring unit
* Hiring unit contact
* Summary of nature of required duties
* Salary/wages
* Health and other applicable benefits
* 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
* Tuition and fee waiver or exemption information
* 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.

**Note:** Appointments shall be for an academic year unless conditions specified in Article 4 Section 1 of the collective bargaining agreement are met.

**SAMPLE OFFER LETTER**

**50% SALARIED ASE – ACADEMIC YEAR**

**Basic Information**

I am pleased to offer you a 50% FTE appointment as a \_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Washington. The dates of appointment are: \_\_\_\_\_\_\_ through \_\_\_\_\_\_\_. It is expected that you will work a maximum of 220 hours per quarter, as detailed in Article 35 - Workload of the collective bargaining agreement that is referenced below.

**Compensation and Benefits**

Your monthly compensation will be $\_\_\_\_\_\_\_\_). In addition to your monthly salary, this appointment carries a waiver of the following student fees: quarterly operating fee, building fee, U-PASS fee and technology fee. You will be personally responsible for paying a number of required additional fees. These fees were $\_\_\_\_ per quarter during the prior academic year (\_\_\_\_\_\_\_\_ **example: 2023-2024**). Fees are typically adjusted in July of each year.

Your appointment also provides you and your dependents with medical, dental and vision eligibility and coverage under the Graduate Appointee Insurance Plan as described on the UW Human Resources website at <https://hr.uw.edu/benefits/insurance/health/graduate-appointees/>. 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/>. Eligibility for other benefits, including vacation, leave, and childcare assistance, is detailed in the collective bargaining agreement that is referenced below.

**Expectations/Required Duties**

In general, the duties for this appointment include\_\_\_\_\_\_\_\_\_\_\_ *(****examples: rotations through at least three laboratories/ teaching one class in composition per quarter/ serving in the writing center for one quarter and managing a quiz section for the other two/etc)***. 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 any 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. In order to maintain eligibility for your appointment and its benefits, you will need to enroll full-time (at least 10 credits) for each academic year quarter in which you hold the appointment and at least 2 credits during summer quarter in which you hold the appointment. It is also expected that you attend any orientations and/or training sessions required for your position offered either by your department or by other units. Time spent in such required orientations or training sessions will count toward your maximum of 220 hours except as described in Article 35 – Workload, 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 Accommodations**

To request disability accommodation, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto: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 or June 1 for incoming student****)*. 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)***