Date

Ms./Mr.

Address

Dear

It is my sincere pleasure to confirm your appointment in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the full-time salary of \_\_\_\_\_\_\_\_\_\_ per month, Grade \_\_, effective \_\_\_\_\_\_\_\_\_\_\_\_. This position is overtime exempt.

This position reports directly to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The general scope of your responsibilities is described in the position description, attached for your reference.

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.

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.

As a Professional Staff Grade \_\_\_ employee, your sick time off will accrue at 8 hours per month and your vacation time off will accrue at \_\_\_\_\_\_ hours per month, in addition to ten paid holidays and one personal holiday per year. 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. Information about these benefits and the New Employee Orientation Introduction can be found at: <https://hr.uw.edu/benefits/>, and <https://hr.uw.edu/talent/onboarding/new-employee-onboarding/>.

Use the verbiage in the brackets if applicable

[This offer includes a relocation lump sum incentive payment in the amount of \_\_\_\_\_\_\_\_\_\_. The lump sum moving incentive will be paid out within the first month of active employment. Acceptance of this offer confirms your understanding that the full amount of the relocation incentive payment must be repaid to the University, if within one year of the date of your appointment you voluntarily terminate University employment, or if you engage in behavior that makes termination of employment necessary. In addition, acceptance of this offer may have tax consequences for you, and necessary payroll deductions will be taken from the relocation incentive payment. If you have questions about the tax implications of the relocation incentive payment, you may wish to consult a tax professional for advice. In addition to the lump sum moving incentive, this offer includes reimbursement for travel expenses for you for \_\_\_\_\_\_\_\_\_\_ visits prior to your move.]

We are eager to have you involved in shaping the UW Facilities organization of the future. Your skills and experience will be invaluable in addressing the challenges and opportunities we face. Please do not hesitate to contact me if you have any further questions.

Sincerely,

Hiring Manager Name and Title

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Date

Copy: Patricia Colaizzo