**-- SAMPLE LETTER --**

**Offer Letter for a UAW RSE to UAW RSE Position**

To:

Subject: Your UW Offer Confirmation Letter

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 bargaining unit. 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 [select one: trial service/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.

[If candidate has completed a probationary period] Per Article 13.4 of the RSE collective bargaining agreement, an employee who promotes, transfers, or voluntarily demotes into a position covered by the CBA will serve a four (4) month trial service period. The anticipated end date of your trial service period is indicated above. Paid or unpaid time off taken during this trial service period extends the trial service period on a day-for-a-day basis.

[If candidate has not yet completed a probationary period] Per Article 27 of the RSE collective bargaining agreement, an employee who is appointed to a different position prior to completing their initial probationary period will serve a new probationary period. The anticipated end date or your probationary period is indicated above. Paid or unpaid time off taken during the probationary period extends the probationary period on a day-for-a-day basis.

[If candidate is being hired from the rehire list] Per Article 18.3 of the RSE collective bargaining agreement, an employee who is placed into a vacant position covered by the CBA from the rehire list, will serve a six (6) month rehire trial service period. The anticipated end date of your trial service period is indicated above. Paid or unpaid time off taken during this trial service period extends the trial service 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, Professional Staff, Contract Covered Exempt and Librarians 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