***CONTRACT CLASSIFIED STAFF OFFER LETTER SAMPLE***

June 8, 2023

Name

Address

Address

Dear Name,

It is with pleasure to offer you an appointment to the contract classified staff position of [NAME OF POSITION], [STEP/LEVEL], at a salary of $XXXX.00 per month on a 12-month basis effective [MONTH DAY, 202X], at the Department Name. Your job profile title is Job Profile.

The University of Washington 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 classified position, which is represented by Union Name. As a contract classified staff employee, your employment is governed by a negotiated labor contract. Visit the Labor Relations website at <https://hr.uw.edu/labor/> for information and to find the current collective bargaining agreement.

**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

As a new employee, your first six months of employment are considered a probationary period. Paid or unpaid leave taken during the probation period extends the probation period on a day for 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]. Please refer to the attached job description.

This offer is contingent upon acceptable outcomes regarding criminal background (if applicable) and sexual misconduct checks. State law requires that the University of Washington obtain a Disclosure of Sexual Misconduct declaration signed by the candidate, as well as conduct a reference check concerning any sexual misconduct at current or past Washington state postsecondary educational institutions  and ask the candidate whether they have been the subject of any substantiated findings of sexual misconduct by an association with which they have, or have had, a professional relationship. The declaration requires candidates to disclose any substantiated findings of sexual misconduct, to authorize current and past employers and relevant associations to disclose to the UW any sexual misconduct currently being investigated and/or committed by the candidate, and to release current and past employers and relevant associations from any liability. If the results of the disclosure or reference check are unacceptable, the offer will not be extended.

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

As a contract classified staff employee, you will be eligible for sick and vacation time off and paid holidays.

The UW provides generous insurance benefits, including a choice of medical and dental plans for you and your family. Enrollment in your chosen plan must occur during your first 31 days of eligibility to ensure you have the widest range of available options. Unless you elect insurance coverage during your first 31 days, you will be enrolled by default into the Uniform Medical and Uniform Dental plans, the default retirement plan, and required to pay the tobacco surcharge. You can make future changes during our annual fall open enrollment. You are also eligible to participate in the Public Employee’s Retirement System (PERS) 2 or 3 plans. Learn more about your employee benefits at <http://hr.uw.edu/benefits/>.

**Getting started at the UW**

For information and resources related to connecting with the UW community, getting awesome perks and discounts, and participating in required trainings, visit One UW at <http://hr.uw.edu/oneuw/>.

[NAME OF NEW HIRE], I am very excited about this opportunity to work with you in this capacity. Please let me know as soon as possible, and no later than [MONTH DAY, 202X], if this offer is acceptable by signing the attached copy of this letter and returning it to me via email.

If you have any questions regarding your appointment, let me know. I can be reached at xxxx@uw.edu or (206) XXX-XXXX.

Sincerely,

Name

Administrator/Chair/Director/Hiring Official

Attachment: Job Description

Cc: [name of supervisor], Supervisor

 Personnel File

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the position as [JOB TITLE] in the [DEPARTMENT/SCHOOL] at the College of Engineering at the University of Washington. My anticipated start date is [MONTH DAY, 202X]

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

Name Date

**Job Description**

**College of Engineering**

**Name:** Employee’s Name

**Working Title:** The title this role is known by, not the payroll title used for Workday.

**Payroll Title:**

**Classification:** *Contract Classified*

**Department/School:**

**FTE:**

**Position Description:** In this section, describe from a birds-eye view what this role/position does. What group they are in and/or who or what team/group they are a part of and support, etc. Do not get into the details of the day to day or required experience for the position.

**Key Responsibilities:**

* This section should be a bulleted list of the most important, summarizing aspects of the job. Think of this as broadly explaining what the role does, without getting into the more complex components.
* Example: *‘Process and track Academic HR paperwork and investigate issues.’* This is broad, it doesn’t go into what type of paperwork or issues.

**First (Largest) Area of Duties/Tasks (XX%):**

* This is the section you will likely be most familiar with – where you document all the tasks and complexities of the position.
* Using the example above in ‘Key responsibilities’, you would break down ‘Process and track Academic HR paperwork and investigate issues.’ This is broad, it doesn’t go into what type of paperwork or issues means. In this section, you would break it down, ex: *Process and track Academic HR paperwork, to include: 1460’s and visa requests; keep departments apprised of the status of their requests and forms.*
* Be sure to capture as much detail as you can for each ‘Area of Duties’ section

**Second (Second largest) Area of Duties/Tasks (XX%)**

* Repeat of above, with this specific area of the job

**Etc.**

* This is where you can put the third, fourth, etc. areas of duties or tasks this position is responsible for.
* Include specific working conditions this position might have. I.E. *This position is 8-5pm with occasional evening work to support department events.*

**Requirements**

* This is the section where you state what is required for a candidate to qualify for the position. Think hard about what is actually required for the job (Can applicable experience substitute a degree?)
* Are specific certifications/training/license required? (Required before the start of the job)
* Are there physical requirements (i.e., ability to lift a certain number of lbs. per day or week)?

**Desired**

* These should be skills that would be helpful to the position or team but are not required to get the job done. Example: *Knowledge of and proficient in UW Systems (and if so, what systems)*

**Conditions of Employment**

* Specify if travel (local, state, nationally, internationally) will be involved
* Specific schedule requirements: specify if this requires night or weekend shifts
* Specify the need or ability to lift a specific weight (i.e., 20 lbs.) and how often.