# UC STAFF JOB OFFER LETTER TEMPLATE

This staff job offer letter template was developed for University of California (UC) locations to have consistent language in staff job offer letters. The template contains language that has been reviewed by the HR Leadership Collaborative (HRLC) Transformation Workgroup, UC Systemwide Human Resources, and UC Legal-Office of the General Counsel.

* This template will continue to be updated as needed, and versions will be dated.
* It is recommended to use the most recent template to create each new staff job offer letter.
* Wording listed in “red” are items that need to be reviewed, confirmed applicable to the hire, and completed by the hiring location. Please ensure correct language is selected for specific hiring situations.
* UC locations may opt to modify sections as appropriate for their hiring needs. If substantive changes are made, it is recommended to consult with your location counsel and/or UC Legal-Office of the General Counsel.

## Greeting

Congratulations on your new appointment with the (Department/Center) at the University of California, (Location)! On behalf of (Hiring Manager Name, Title), we are pleased to offer you a position of (Working Title) (Payroll Title).

## Offer Specifics

|  |  |
| --- | --- |
| **Job Classification** | Payroll Title |
| **Job Code and Salary Grade/Step** | Job Code C/U; Salary Grade / Step |
| **Working Title (If Different)** | [Working Title] |
| **Annual/Monthly Salary (Paid Monthly) or Hourly Base Salary (Paid Bi-Weekly)** | $/$ (Hourly Only if Non-Exempt) |
| **Appointment Status** | TIME% OR Variable; Limited Appointment /Career / Contract; Exempt / Non-Exempt |
| **Position Reports to** | Hiring Manager Name and Title |
| **Effective Date** | Click here to enter a date. |
| **Probation Period** | Click here to enter a date. to Click here to enter a date. |
| **End Date** | Click here to enter a date. |
| **Work Hours** | To be determined with your supervisor |

## Terms and Conditions of Employment

The following information summarizes the terms and conditions of our job offer.

* This offer of employment is contingent on successful completion of a background check, which includes: criminal history, employment verification, education, license and certification verification(s), pre-employment physical (which includes drug screening, immunization compliance, etc.), completion of all new employee paperwork, and your ability to demonstrate your legal right to work in the United States. (Locations may select all items that apply to the hiring situation.)
* As a condition of employment, you will be required to comply with the University of California [**Policy on Vaccination Programs,**](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy) as may be amended or revised from time to time.  Federal, state, or local public health directives may impose additional requirements.

For more information, please visit:

* + *(insert your location’s vaccination website information)*
* This offer requires a valid CA Driver’s License, review of your points on your Driver’s License, and enrollment into the (Department of Motor Vehicles (DMV) Employer Pull-Notice Program. After accepting this employment offer, you will be notified on initiating this process.
* This appointment will serve a probationary period of six (6) months of continuous service at 50% time or more. Time on leave with or without pay is not a qualifying service for the completion of probationary period.
* As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time.
* Professional & Support Services (PSS) - Career/Limited/ Contract Appointment:
This position is governed by the terms and conditions of specific policies in the [Personnel Policies for Staff Members (PPSM)](http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html) (use this link to find the current policies).
* Managers & Senor Professionals (MSP) - Career/Limited/ Contract Appointment:
This Manager and Senior Professional (MSP) position is governed by the terms and conditions in the [Personnel Policies for Staff Members (PPSM)](http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html) (use this link to find the current policies).
* ACBCTC - Skilled Crafts Unit (KB):
This position is governed by the terms and conditions in the agreement for the Skilled Crafts Unit (KB) between the [University of California and the Alameda County Building and Construction Trades Council (ACBCTC)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/kb/index.html) (use this link to find the current collective bargaining agreement).
* AFSCME-SX:
This position is governed by the terms and conditions in the agreement for the [Service Unit (SX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME) (use the prior link to find the current collective bargaining agreement).
* AFSCME-EX:
This position is governed by the terms and conditions in the agreement for the [Patient Care Technical Unit (EX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME) (use the prior link to find the current collective bargaining agreement).
* UPTE-HX:
This position is governed by the terms and conditions in the agreement for the [Health Care Professionals Unit (HX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/hx/index.html) between the University of California and the University Professional and Technical Employees (UPTE) (use the prior link to find the current collective bargaining agreement).
* Registered Nurses Unit- NX:
This position is governed by the terms and conditions in the agreement for the Registered [Nurses Unit (NX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/nx/index.html) between the University of California and the California Nurses Association (CNA) (use the prior link to find the current collective bargaining agreement).
* Teamsters-CX:
This position is governed by the terms and conditions in the agreement for the [Clerical & Allied Services Unit (CX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html) between the University of California and Teamsters Local 2010 (use the prior link to find the current collective bargaining agreement).
* UPTE-TX:
This position is governed by the terms and conditions in the agreement for the [Technical Unit (TX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html) between the University of California and the University Professional and Technical Employees (UPTE) (use the prior link to find the current collective bargaining agreement).
* UPTE-RX:
This position is governed by the terms and conditions in the agreement for the [Research Support Professionals Unit (RX)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html) between the University of California and the University Professional and Technical Employees (UPTE) (use the prior link to find the current collective bargaining agreement).
* FUPOA-PA:
This position is governed by the terms and conditions in the agreement for the [Police Officer Unit (PA)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/pa/index.html) between the University of California and the Federated University Police Officer Association (FUPOA) (use the prior link to find the current collective bargaining agreement).

Location specific bargaining agreement manuals

* Please insert your location’s specific language here.
* Information regarding onboarding and hiring will follow shortly after formally accepting this employment offer.

## Moving Expenses & Relocation Allowance

UC (Location) will provide you up to $x,000 for allowable expenses to help offset your costs of moving household goods and personal effects to a new location within a reasonable commuting distance to UC (Location), as well as one-time travel and 30 days temporary housing costs for you and members of your household. If your move will not be completed within the first year of employment, consult with your hiring department for any possible funding extensions. All expenses must comply with University policy limits and conditions. Payment is issued as reimbursement to you or directly to one of our contracted moving companies. Please be aware that this payment is considered taxable wages per IRS requirements. Find details in the [Policy and Regulations Governing Moving and Relocation (pdf)](https://policy.ucop.edu/doc/3420347/BFB-G-13).

Should you terminate your employment with the University prior to your first year of employment you must repay the allowance, on a pro-rated basis to the University within thirty (30) days of your separation date.

## Remote Work Arrangement

* While this position normally is based at [LOCATION], this position is eligible for remote flexible work arrangements at this time. Please note that this remote work arrangement is temporary and is subject to change by the University. Please review the Flexible Work Arrangements Guidelines, and sign the Work Agreement document attached job offer letter.

For more information, please visit:

* *(insert your location’s Remote Flexible Work website information)*

## Health Benefits and Retirement

### Full-Benefits

In addition to your base salary, you are eligible to participate in University of California employee full-benefits, group insurance and retirement plans (which become effective upon your start date). Please read the materials in “Your Group Insurance” packet, as you will need to enroll in your group insurance plans during your first 31 days of employment. Find more information on our [benefits package](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/health-plans/index.html).

### Mid-Level:

In addition to your base salary, you are eligible to participate in University of California employee mid-level benefits and group insurance (which become effective upon your start date). Please read the materials in “Your Group Insurance” packet, as you will need to enroll in your group insurance plans during your first 31 days of employment. Find more information on [eligibility for our benefits package](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html).

### Core:

In addition to your base salary, you are eligible to participate in University of California CORE benefit plans (which become effective upon your start date). Please read the materials in “Your Group Insurance” packet, as you will need to enroll in your group insurance plans during your first 31 days of employment. Find more information on [eligibility for our benefits package](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html).

### No Benefits (BELI 5):

This position is not eligible to participate in University of California employee benefits, group insurance or retirement plans.

### Continuation of Benefits:

You will continue to be eligible to participate in the University of California benefits, group insurance and retirement plans. Find more information on [eligibility for our benefits package](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html).

### **Retirement Plan**

You are in: 2016 Retirement Choice Program. You have 90 days to choose a primary retirement benefit.

Find more information regarding your [retirement benefits](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/index.html).

\*Note: Please consult with the UC Retirement Administrative Service Center (RASC) at 800-888-8267 if you are a rehired and/or former CALPERS-covered employees).

## Vacation Leave and Sick Leave

### Vacation Leave:

#### For policy-covered staff:

As an employee to the University, you may be eligible to accrue vacation time in accordance with the [PPSM.2.210 (Absence from Work) (pdf)](https://policy.ucop.edu/doc/4010406/PPSM-2.210) (use this policy link to find additional information regarding vacation leave, including eligibility and accrual)

For represented staff:

As an employee to the University, you may be eligible to accrue vacation time in accordance with the vacation leave article found in the collective bargaining agreement. Please refer to the collective bargaining agreement for additional information regarding vacation leave, including eligibility and accrual. *(Insert the link to the collective bargaining contract here)*

### Sick Leave:

#### For policy-covered staff:

As an employee to the University, you may be eligible to accrue sick leave time in accordance with PPSM 2.210 (Absence from Work). Please refer to the policy for additional information regarding sick leave, including eligibility and accrual.

#### For represented staff:

As an employee to the University, you may be eligible to accrue sick leave time in accordance with the sick leave article found in the collective bargaining agreement. Please refer to the collective bargaining agreement for additional information regarding sick leave, including eligibility and accrual. *(Insert the link to the collective bargaining contract here)*

Working at the University of California (UC) means being part of a unique institution and a vibrant community of more than 241,100 employees. As the world’s leading public research university, our mission is research, teaching, and public service and it is our people who make the UC great. Again, we look forward to welcoming you to the University of California, XXXXX. If you should have any questions, please contact Direct Supervisor Name or Department Contact, email and/or phone #.

Congratulations, First Name, and welcome to the University of California, (Location)!

Sincerely,

Name

Title

Department

I accept this offer of employment, including the terms and conditions outlined above.

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

NameDate