

ADD YOUR CAMPUS LETTERHEAD with alt-text

«Date»

«Name»
«Title»

Dear «Name»:

I am pleased to offer you employment as described below. This letter of appointment notifies you of some important terms and conditions of your employment. If significant changes to your individual situation occur, you will be notified in writing. Regents' Policy and University Regulation, as amended from time to time, provide additional terms and conditions of employment applicable to all University employees. You should familiarize yourself with applicable provisions and relevant changes.

Duties:	Please see attached Position Description Form and/or Vacancy Announcement
Supervisor:	«Title»
Title:	«Working_TITLE»
System Title & Class:	«JOB_TITLE»
Position Number:	«PCN»
Employee ID Number:	«ID #»
Employment Status:	Regular, Full or Part Time; Exempt or Non-Exempt
Appointment Period:	12 months per year
Grade/Step:	Grade 00_, Step
Geographic Differential:	None
Bi-weekly Salary	»; per pay period
Beginning Date:	«DATE»

Special Conditions of Employment:

This offer of employment is contingent upon a successful background check.

This appointment is for "regular," "continuing" employment with benefits.

[Insert any other approved terms not specifically provided for all employees through policy or regulation and negotiated with the candidate. Examples might include moving expenses, housing, alternative duty station, etc.]

General Conditions of Employment:

This appointment and other terms and conditions of your employment are governed, in order of priority, by Regents' Policy, University Regulation, and applicable campus rules and procedures, as they presently exist or as they may be amended from time to time at the discretion of the university, as well as by the terms of this letter.

New employees of the University are employed in an at-will probationary status for the first six months of employment. Promoted employees also serve a probationary period with limited rights of retreat. During the probationary period your employment may be terminated for no reason or any reason.

Terms used in this agreement, including but not limited to at-will, probationary, etc., that have specific meanings and effects in Regents' Policy, University Regulation and applicable campus rules and procedures, shall have those meanings and effects when used in this agreement.

This letter states the terms of and is the sole agreement between you and the University, and no other agreements, discussions or representations shall affect the University's or your obligations under this agreement. Alterations to the terms of this letter are ineffective unless approved in writing by the hiring authority and Human Resources. Any action or claim brought upon this agreement, or relating to service pursuant to this agreement, must be brought in the State of Alaska and shall be governed by the laws of the State of Alaska. If any aspect of this contract is held to be unenforceable, it shall not operate to nullify or terminate this contract unless the portion held unenforceable is significant in terms of the agreement as a whole.

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

You are a "responsible employee" under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus Title IX coordinator within 24 hours. Title IX information and contacts are available as follows:

- UAF Campus and Fairbanks SO: <http://www.uaf.edu/titleix/>
- UAA Campus and Anchorage SO: <http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>
- UAS Campus: <http://www.uas.alaska.edu/policies/titleix.html>

The University of Alaska may be closed during the Winter Break. You may be required to use accumulated annual leave or take leave without pay for the period of time not included as paid holidays. Your supervisor may grant an exception if warranted by significant programmatic considerations.

You are subject to the Drug Free Workplace Act and must be and remain eligible for employment under the Immigration Reform and Control Act of 1986, as subsequently amended, and other state and federal laws. Ownership of intellectual property you may produce is governed by University Regulation 10.07.05 or, if applicable, the terms of a collective bargaining agreement. You are also subject to the Alaska Executive Branch Ethics Act (AS 39.52), as amended from time to time, and are required to complete and submit, to your supervisor, disclosure forms, including forms for "Disclosure of Employment or Activities Outside of the University of Alaska," "Ethics Determination

Request,” “Notification of Receipt of Gift,” “Disclosure of Interest in Contracts/Grants/Leases/Loans.” When disclosures are required they are due upon the occurrence of a disclosable event and, for outside employment and services, at least every July 1.

The referenced disclosure forms are available from your supervisor or University of Alaska General Counsel at:

<http://www.alaska.edu/counsel/ethics-information/>

In addition, the Ethics Act requires, among other things, that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you or an immediate family member, if the information has not also been disseminated to the public. Alaska Executive Act Ethics guidance produced by the Alaska Department of Law is available at:

<http://www.law.alaska.gov/doclibrary/ethics/EthicsInfo.html>

Please acknowledge receipt and acceptance of this position by signing and returning this letter to me within ten days, with your original signature. You may wish to retain a copy for your records.

Sincerely,

SUPERVISOR
Title

Date

I accept the position described.

EMPLOYEE NAME

Date

Attachments:

Job Vacancy Announcement
Position Description

cc:

UA HR OFFICE