**Non-exempt Temporary Employee Offer Letter Template**

DATE

NAME

STREET ADDRESS

CITY, STATE ZIP

Dear [Employee Name],

The University of Vermont is pleased to offer you the Temporary [Hourly, Grad, Service & Maintenance)] position in the department of [department]. You will be reporting to [Supervisor Name, Title], and your start date is scheduled for [date]. Your compensation will be $[hourly rate] per hour minus applicable taxes and withholdings paid [bi-weekly, twice monthly]. This position is currently expected to work [Monday through Friday] from [hour a.m to hour p.m], with one unpaid lunch hour. Your supervisor will give you your work assignments and communicate their expectations regarding requesting leave and time off. The duration of this position is month [time frame] however, the position may terminate earlier without cause based on the University’s needs. Depending on departmental needs, there may be an extension of the temporary assignment. This is a non-exempt position that is eligible for overtime after [37.5 or 40] hours per week in accordance with the Fair Labor Standards Act.

Temporary employees are not eligible for University benefits[[1]](#footnote-1), paid holidays or paid time off[[2]](#footnote-2).A temporary employee may request and may be granted unpaid time off, but it is not considered leave.If a temporary employee becomes a regular employee, the time worked in the temporary position does not count toward length of service or seniority as a regular employee.

Temporary employees do not have the right to grieve if terminated, nor do they have access to the University grievance system as described in the *Grievance and Mediation Policy for Non-Represented Staff*. The University’s *Statement on Equal Opportunity in Employment* applies to all employees, including temporary employees.

Include if fully remote upon hire: The University agrees that commencing on your hire date, you may telework on a full-time basis from a non-UVM facility located in [City, State].  Please refer to [Federal and State Labor Laws](https://www.jjkeller.com/learn/SHRMPDF) for further information regarding those applicable laws in the state you work in.  If you wish to telework from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

Include if position supported by restricted funds: This position is [wholly/partially] supported by restricted funds and it is contingent upon the continuation of these funds. Therefore, the University cannot guarantee employment beyond [DATE], which is the expiration date of these funds.

Include if the driving is an essential function: Since driving a University vehicle is an essential function of your position, the University must obtain a copy of your current motor vehicle record; the results of which must be satisfactory to the University. Continuation of employment is contingent upon you maintaining a valid motor vehicle license. Additionally, you much obtain permission to drive a UVM vehicle by following the process found at the University Risk Management and Safety Website specific to the [Driver Safety Program](https://www.uvm.edu/riskmanagement/driver-training-and-certification).

Include if a background check is required for this position [[link to background check policy](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/background_checks.pdf)]: This offer is contingent upon the completion of a successful background check.

I look forward to seeing you on [DATE]. Prior to beginning employment, but no later than the first day of work, you must be prepared to complete an Employment Eligibility Verification Form (I-9), which is available online at <https://www.uvm.edu/hrs/forms>. Payroll and Tax Services will contact new and rehired employees with directions on how to update federal and state W4’s in People Soft Self Service, please do not attach paper forms.

Sincerely,

[Signature and title of the supervisor with authority to hire]

We look forward to hearing from you by [DATE], after which time this offer is no longer valid. If your decision is to accept the position, as stated above, please indicate your acceptance by signing a copy of this offer letter and returning it to:

[Department Representative Name]

[CAMPUS ADDRESS]

UNIVERSITY OF VERMONT

BURLINGTON, VT 05405

ACCEPTANCE:   I accept the offer as outlined above.

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Signature Date

1. Employees working an average of 30 hours per week (130 hours per month) over a University measurement period will be offered University Affordable Care Act medical coverage. For more information see the Affordable Care Overview page on the HRS website at <https://www.uvm.edu/hrs/affordable-care-act>. [↑](#footnote-ref-1)
2. Temporary employees may be eligible for paid sick time as described in the [Temporary Employee Paid Sick Time Policy](https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/HRSDocs/Benefits/TemporaryEmployeePaid_SickTimePolicy.pdf). [↑](#footnote-ref-2)