**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 a Temporary Hourly [Job Title] in the Rubenstein School of Environment and Natural Resources. Your primary duties will be to: [ ] 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. This position is currently scheduled to work [approx. # of hour per week 0-40] per week during the hours of [e.g., 8a-4:30p]. 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 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 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](http://www.uvm.edu/safety/field/driver-safety-program).

Include if a background check is required for this position: This offer is contingent upon the completion of a successful background check.

Prior to beginning employment, but no later than the first day of work, you must be prepared to complete and submit the following forms: an Employment Eligibility Verification Form (I-9), a Form W-4 and a Form W-4VT. All forms are available online at <https://www.uvm.edu/hrs/forms>.

I look forward to seeing you on [DATE].

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)