**Non-exempt full-time & part-time non-represented staff employees**

DATE

NAME

STREET ADDRESS

CITY, STATE ZIP

Dear [Employee Name],

**Delete for NU positions**: For UVM Staff United (UVMSU) (HR Reps - Please refer to this [**link**](https://www.uvm.edu/sites/default/files/Human-Resource-Services/Forms/2021/new_bargaining_units_job_codes.xlsx) for active positions in the UVMSU bargaining unit) or United Electric (UE) bargaining positions, please use applicable offer letter template. This template should be used for non-represented employees only.

The University of Vermont is pleased to offer you the position of [position title] 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. This position is a [9,10,11,12] month, with a [FTE e.g., 1.0] full-time equivalency, non-exempt position that is eligible for overtime after [37.5 or 40] hours per week in accordance with University policies and the Fair Labor Standards Act.

Employees in a non-exempt position must complete a [4 - 6] month probationary period during which you will become familiar with the duties of the position and which permits the supervisor to observe your performance. During the probationary period, your performance will be assessed to ensure that you are meeting the expectations of the position.

Please also complete and return the [Employee Information](https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/Forms/EmployeeInformationForm.pdf) Form with acceptance of this position.

This offer is contingent upon compliance with the University’s vaccine mandate which requires you to be fully vaccinated against COVID-19 (two weeks after the final dose of a CDC approved or WHO emergency use authorized COVID-19 vaccine) or that you have an approved religious or medical exemption to this requirement prior to your first day of employment with the University. For further information about providing acceptable proof of vaccination or requesting an exemption, please see the [Employee COVID-19 Vaccination Requirement webpage](https://www.uvm.edu/hrs/employee-covid19-vaccination-requirement). If you have questions, contact Human Resource Services at [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu) or (802) 656-3150.

Include if FTE=0.50 or more: This position is eligible for University benefits. Please see the [Benefits website](https://www.uvm.edu/hrs/benefits) for the applicable handbook or bargaining agreement for details on the specific benefits.

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 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 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 [[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. If the background check process reveals information about criminal charges or convictions that you failed to disclose on your application, UVM may immediately revoke this offer of employment, or, if you have already begun your employment with UVM, may terminate it immediately.

Include if position is in the Larner College of Medicine: Our Larner College of Medicine community upholds the highest standards of professionalism as we follow our passion for lifelong learning and improvement. We demonstrate professionalism through integrity, accountability, compassion, altruism, and social responsibility. We honor the trust our society has placed in us as stewards of the art and science of medicine, relying on cultural humility, kindness, and respect to guide our daily interactions. We expect all members of our community to embrace these principles of professionalism as we strive to conduct and support patient care, research, and education that are second to none.

You are required to attend a New Hire Enrollment session at 8:30 AM on [DATE]. You will receive an email with the orientation information and details on how to attend. During the New Hire Enrollment session, you will have the chance to learn about the many benefits available to you as a University employee and to ask benefits-related questions of Human Resources professionals. In order to prepare for this session, please visit UVM’s [New Employee Information](https://www.uvm.edu/hrs/newemployee/getting-started) site online and review the sections on “Before You Start” and “First Day.”

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:

Sincerely,

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

ACCEPTANCE:   I accept the offer as outlined above.

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Signature Date