

EMPLOYMENT OFFER LETTER TEMPLATE

Postdoctoral Appointment

Date

Postdoc Candidate Name
Street Address
City, State Zip Code

Dear _____,

We are very pleased to offer you a position as a Postdoctoral (appointment type) with the University of New Hampshire (UNH) in the department of _____, effective _____. You will be responsible for _____. (See also attached list of general responsibilities for postdoctoral appointees.)

Your appointment period will be from _____ to _____ with an initial salary of \$ _____. You will be paid on a bi-weekly basis and have the option for direct deposit. You will be eligible to participate in UNH's annual salary increase program based on your faculty mentor's recommendation, consistent with sponsor and University System of New Hampshire (USNH) salary increase guidelines and availability of funds. The terms and conditions of your employment will be governed by applicable University System and UNH policies. See www.usnh.edu/olpm/

This job offer and start date are contingent upon successful completion of the background check process. You will receive an email from the background check vendor, HireRight, with instructions to complete the background check process. Please respond to this request at your absolute earliest as the background check can take up to two weeks to process. This offer is also contingent upon your availability to be legally employed in the United States. The I-9 and W-4 forms must be completed prior to your first day of employment. Acceptable I-9 documentation must be presented to (Person, Department, Location) for verification.

(for grant positions)... This position is funded by money awarded to the UNH by external sources. Your employment is contingent upon this funding, the project scope and your satisfactory performance. Faculty and staff having any portion of salary paid from sponsored programs are required to complete Effort Reporting and Certification training. This web-based training must be completed within the first 30 days of initial employment and once every three years thereafter: www.unh.edu/osr/training/effort_training/.

You are eligible to participate in the USNH health (medical, dental) benefits program. A benefits enrollment packet will be sent to you. Upon receipt, please call the Human Resources Office @ 862-0504 to arrange for an appointment to go over your benefits options.

In order to have your flexible benefits take effect on the first of the month after your date of hire, it is necessary for you to enroll within the first 30 days of employment. If you choose not to participate in a USNH-sponsored medical program, you must show proof of medical insurance coverage and maintain that coverage during your appointment period at UNH.

As a postdoctoral appointee, you are entitled to be paid for UNH-designated holidays, personal leave, and sick leave. Personal and sick leave will accumulate at one day each for each month worked. Unused personal leave can accumulate up to 12 days one year at a time from the initial appointment date, but must be used (or lost) by the end of the annual anniversary date. Sick leave may accumulate for the duration of your appointment. There is no cash value for unused personal or sick leave at the end of the appointment period or earlier departure from the appointment.

You will be provided with a UNH Identification Card that entitles you to use the UNH libraries and other facilities, obtain a parking permit at the employee rate, and receive UNH employee discounts on equipment/supplies to be used in connection with your job duties, and other similar privileges. UNH does not provide contributions to USNH or private retirement plans for postdoctoral appointees. However, you may contribute your own funds to USNH-sponsored retirement programs.

Annual written performance reviews will be conducted by your UNH faculty mentor. Your appointment may be terminated with 60 days notice during the appointment period for reasons of performance, unexpected cessation of

funding by sponsor or other reasons specified in USNH Termination Policy USY.V.C.9.

UNH is committed to enhancing and sustaining an educational community that is inclusive and equitable with a long-standing commitment to equal employment and educational opportunity for all qualified persons. As part of your appointment you will be required to complete an on-line Discrimination and Discriminatory Harassment prevention training. Once your UNH e-mail account is activated, you will receive information from our third-party vendor, *Workplace Answers*. This e-mail is not junk mail so please do not delete it. The subject line of this e-mail will read: UNH Discriminatory Harassment Course Registration for YOUR NAME. It will also contain detailed information regarding the training and your personalized account link. Please plan to complete the training within 30 days of receipt. Should you have questions about your account access or activation, please contact Christina VanHorn at 862-0519.

We look forward to your contributions to the _____ department and wish you a productive, rewarding postdoctoral experience. We would appreciate receiving your reply soon but no later than _____. I look forward to hearing from you.

Sincerely,

College Dean Name (and Signature)

Faculty Mentor Name (and Signature)

.....
I accept this offer:

Name

Date

CC: College BSC