

Personnel Reform
Agency Implementation Guideline # 3

Subject: Job Offer Letter Template	Issued: July 13, 2012
	Effective: July 13, 2012

Summary:

Provides appropriate language to be used in all job offer letters for appointments effective between the issue date of this guideline and September 28, 2012.

Guidelines:

Effective immediately, agencies shall use the Template Job Offer Letter (revised July 13, 2012) and select options as appropriate to the position.

Text of template letter begins on next page.

**Template Job Offer Letter - Revised July 13, 2012
- For Appointments Effective Until September 28, 2012 -**

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. (Last Name):

Paragraph #1 - Opening Paragraph

Instructions: Include paragraph in ALL letters:

This letter is to confirm our offer of the (classification title) position with the (state agency name). In connection with this appointment, we have agreed that your start date will be (date). The annual salary for this position is \$(amount). [OR, if position is hourly: Your starting wage will be \$(amount) per hour.]

Paragraph #2 - Covered/Uncovered

Instructions: Select ONLY ONE from the options listed below:

Option 1 (*Covered position not required to become at will uncovered on September 29, 2012*):

This position is a covered position subject to the rules for covered employees. As a covered employee, you may be able to voluntarily elect to become an at will uncovered employee, subject to agency approval. Please note that if you declare your intention to become at will uncovered during the "open enrollment" period, you may be eligible for retention payments. Information regarding this additional compensation will be provided on your first day of employment.

Option 2 (*Covered position required to become at will uncovered on September 29, 2012*):

This position is currently covered by the rules for covered employees; however, effective September 29, 2012, this position will be at will uncovered. As an at will uncovered employee, you serve at the pleasure of the (state agency name). In addition, you may be eligible for retention payments for employees who are at will uncovered as of September 29, 2012. Information regarding this additional compensation will be provided on your first day of employment.

Option 3 (*Uncovered position*):

As an at will uncovered employee, you serve at the pleasure of the (state agency name). At will uncovered employees who begin employment prior to September 29, 2012 may be eligible for retention payments. Information regarding this additional compensation will be provided on your first day of employment.

**Template Job Offer Letter - Revised July 13, 2012
- For Appointments Effective Until September 28, 2012 -**

Paragraph #3 - Employment Screening

Instructions: Include paragraph in ALL letters:

This offer is contingent upon successful completion of all background and reference checks, required documents and, if applicable, a post-offer medical/physical evaluation.

Paragraph #4 - New State Employees - I-9 Compliance

Instructions: If appointee is:

- **Currently a state employee in either the appointing agency or another state agency, skip to Paragraph #6**
- **Not currently a state employee in either the appointing agency or another state agency, include the following paragraph:**

On or before your first day of employment, please complete Section 1 of the Form I-9, which can be found online at <https://arizona.i9servicecenter.com/Login.aspx>. As a new employee, you will need to enter your start date and your work information. Select the following item(s) from drop down menus on that website's log-in page:

Agency: _____ (Fill in the appropriate information as it is listed
Department: _____ and required for the automated I-9 system.)
Section: _____

On your first day of work, please be prepared to provide original documentation verifying your identity and authorization to work in the United States. A list of acceptable documentation is available on the above-mentioned website.

Paragraph #5 - New State Employees - Waiting Periods

Instructions: If appointee is:

- **Currently a state employee in either the appointing agency or another state agency, skip to Paragraph #6**
- **Not currently a state employee in either the appointing agency or another state agency, select ONLY ONE from the three available options listed below:**

Option 1 (Eligible to participate in state employee health and disability plans, but will NOT meet membership criteria for the Arizona State Retirement System; e.g., positions that participate in another state retirement plan, such as the Correctional Officer Retirement Plan):

You will be eligible to participate in the state employee health and disability insurance plans, subject to a 90-day waiting period. On or shortly after your first day of work, you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines, the effective date of coverage, and when payroll deductions for insurance premiums will begin.

**Template Job Offer Letter - Revised July 13, 2012
- For Appointments Effective Until September 28, 2012 -**

Option 2 (*Eligible to participate in state employee health and disability plans AND will meet membership criteria for the Arizona State Retirement System*):

You will be eligible to participate in the state employee health/disability insurance plans and required to participate in the Arizona State Retirement System (ASRS), subject to waiting periods. The waiting period for insurance benefits is 90 days and your membership in ASRS will begin on your 27th week of employment. On or shortly after your first day of work, you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines, effective dates, and when payroll deductions for insurance premiums and retirement contributions will begin.

Option 3 (*Not eligible to participate in state employee health and disability plans BUT will meet membership criteria for the Arizona State Retirement System*):

You will be required to participate in the Arizona State Retirement System (ASRS), subject to waiting periods. Your membership in ASRS will begin on your 27th week of employment. On or shortly after your first day of work, you will be provided with additional information about enrollment instructions, submission deadlines, effective dates, and when payroll deductions for retirement contributions will begin.

Paragraph # 6 - Closing Paragraph

Instructions: Include paragraph below (or similar language) in ALL letters:

Welcome to our team! I look forward to working with you. If you have any questions, please do not hesitate to contact me.

Sincerely,

(Name of Appointing Authority)
(Title of Appointing Authority)