

SAMPLE

Offer Letter for ARRA-Funded Positions

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

I am pleased to offer you the position of [Title] in [Office/Department Name] at Washington University in St. Louis, Danforth Campus, beginning [Month, Date, Year] and reporting to [Supervisor Name]. *You will receive a monthly salary of \$[Dollar Amount] (annualized \$[Dollar Amount]), payable on the last working day of each month. (exempt)/You will receive an hourly wage of \$[Dollar Amount], payable on a biweekly basis. (non-exempt)* This is a *full-time/part-time, non-exempt/exempt* position and you will be paid on a *biweekly/monthly* basis.

This employment offer is contingent upon successful completion of a reference check, and, if applicable to your position, a background investigation. As an employee, you will be expected to comply with all applicable policies of Washington University in St. Louis.

Your job is funded in whole (or in part) by money provided thru the American Recovery and Reinvestment Act (ARRA). Because your salary is funded by a grant, your employment will be contingent upon the continued receipt of these grant funds. Currently, we expect your position to be funded until [Month, Day, Year]. If your position is eliminated due to the discontinuation of funding, you will be given a minimum of 30 days notice and, assuming satisfactory performance, the Office of Human Resources will work with you for up to two months to find transfer opportunities, although transfer to another position is not guaranteed.

All University staff members must successfully complete an orientation period. Your orientation period is from [Date] to [Date]. This period gives you the opportunity to understand the mission and goals of the University and our department, and to demonstrate satisfactory performance. During this period, you will receive guidance on performance expectations, and your progress toward meeting these expectations will be monitored.

Per the Immigration Reform and Control Act of 1986, you are required to complete the Form I-9 and to provide documentation that establishes your identity and your right to work in the United States. This document must be completed on your first day of work, and supporting documents must be provided within three (3) business days of the start of your employment. I would be happy to arrange for you to come in prior to your start date to complete these and other new hire forms. For your information, I have enclosed the Form I-9 and a list of acceptable documents.

You have been scheduled to attend our new employee orientation on Friday, [Orientation Date]. This orientation will take place in North Brookings Hall, room 222, beginning at 8:30 a.m. and ending at approximately 2:00 p.m. During orientation, you will have the opportunity to learn more about the details of our benefit plans, to have any specific questions answered, and to schedule a personal benefits enrollment meeting with one of our Benefits Office representatives. A description of our benefits programs can be found on the Human Resources website at <http://hr.wustl.edu>.

Washington University is committed to maintaining a safe and healthful environment for members of the University community by promoting a drug-free environment, as well as one free of the abuse of alcohol. Please review this and other key policies on the Human Resources website, Workplace Support, Key Policies.

I am excited about your coming to work for Washington University, and I hope you will find this to be a personally challenging and exciting work environment. Please sign, date, and return one copy of this letter in the enclosed envelope to signify your acceptance of this offer, retaining the second copy for your own records.

I look forward to you joining our team.

Sincerely yours,

[Supervisor Name]

[Title]

My signature below indicates my acceptance of this offer. I acknowledge that my employment is at-will and may be terminated at any time.

[Staff Member's Name]

Date