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| --- | --- | --- |
| A red text on a black background  Description automatically generated | **Department**  School/Administrative Unit  Appropriate Rutgers Name  Street Address  City Name, NJ 00000-0000 | webaddress.edu  ename@domain.rutgers.edu  p. 000-000-0000  f. 000-000-0000 |

Click or tap to enter a date.

Name

Street Address

City, State ZIP

Dear (First Name):

It is my pleasure to extend this offer of casual employee reappointment to you on behalf of Rutgers, The State University of New Jersey. The following outlines the parameters of your position:

**Department and Reporting Relationship:**

You will be working in the (Department / Unit / Facility Name) of (Organization / School Name), reporting to (Supervisor’s Name), (Supervisor’s Title).

**Position Title:** (Position Title)

**Pay Type and Rate:**

Your pay type is hourly and your pay rate is ($XX per hour).

**Position Details:**

Job code: (e.g. 41012)

Employee Class: 4-Casual

This Class 4-Casual appointment is “at-will” and your employment may be terminated with or without cause, and with or without notice, at any time at your or the University’s discretion. In accordance with Policy 60.3.21 – Class 3 and Class 4 Employment, this appointment is limited to less than 20 hours worked per week; it may extend up to 1 year of continuous service in the same appointment and may be renewable for another 1-year term. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion and remains “at-will” at all times. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees in Rutgers positions, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the Class 3 and Class 4 Employment Policy and Guidelines at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

For the purposes of payroll, the above listed position has been classified as a Rutgers position. This position is not benefits-eligible.

This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). However, Rutgers policy restricts the Class 4 appointment to less than 20 hours per week; therefore, you are prohibited from working beyond the 20-hour-per-week limit.

**Workweek hours:** (e.g. 15, 35, 37.5, 40) (limited to less than 20 hours / week in accordance with Class 3 and Class 4 Employment Policy – 60.3.21)

**Effective Date of Appointment:** (effective date of appointment)

**Tentative Appointment End Date:** (tentative end date)

**Work Arrangement:**

Choose an item.

The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective September 1, 2022 through August 31, 2024. Therefore, there is no guarantee that flexible work arrangements will continue beyond that date. Flexible work arrangements are not permanent, are subject to change or cancellation, and contingent on the employee receiving approval in the FlexWork@RU Application System. Additional information may be found at <https://futureofwork.rutgers.edu>.

**Licensure:**

Your position does not require any special license, certification, or permit registration.

Your position of (Position Title) requires current (licensure(s), certification(s), permit(s)). Continued employment may be contingent upon a valid license, certification, or permit as required by your position.

We are delighted to offer you this reappointment. Please indicate your acceptance by signing one copy of this letter and returning it by Click or tap to enter a date., via DocuSign, email or fax. Should you have any questions concerning this offer, please feel free to contact (Letter Preparer’s Name) at (e.g. 848-XXX-XXXX). You may email the letter back to (e.g. First.Last@rutgers.edu) or fax it back to (e.g. 848-XXX-XXXX).

Sincerely,

(Hiring Manager’s Name),

(Hiring Manager’s Title)

I, (Employee’s Name), understand the contents of this letter and my job description and accept the offer of employment stated herein.

(Employee Signature) (Date)