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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 temporary 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 Salary:**

Your pay type is salaried and your starting annual salary is ($XX,XXX), paid on a bi-weekly basis.

**Position Details:**

Job code: (e.g. 41012)

Employee Class: 3

This Class 3 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 may be for a minimum of 20 hours and up to 40 hours per week, and such appointments that are non-exempt are eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 1 year of continuous service in the same appointment and be extended up to a maximum of another 1-year of continued service. 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 3 employees, 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.

**This position is:** Choose an item.

**Workweek hours:** (e.g. 15, 35, 37.5, 40)

**Exempt/Non-Exempt:** Choose an item.

Exempt positions are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are neither eligible nor entitled to receive overtime compensation. Non-exempt Class 3 positions are eligible to receive overtime compensation beyond the 40-hour work week in accordance with the rules and regulations of the FLSA as well as University policy. For more information, please review the Class 3 and Class 4 Employment Policy and Guidelines at the University Human Resources website: <http://uhr.rutgers.edu/Class3andClass4>.

**Shift hours:**

(Mon - Fri: X:XX a.m. - X:XX p.m.; or M: X:XX a.m. - X:XX p.m; T: X:XX a.m. - X:XX p.m; W: X:XX a.m. - X:XX p.m; Th: X:XX a.m. - X:XX p.m; F: X:XX a.m. - X:XX p.m.)

**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.

**Pension plan:** Choose an item.

**Benefits Eligibility:**

For the purposes of benefits administration and payroll, the above listed position has been classified as a Rutgers position. This position may be benefits-eligible. For information about benefits eligibility for Class 3 employees, visit <http://uhr.rutgers.edu/Class3andClass4>. For benefits-eligible positions, the various health benefit plan options can be viewed on the Benefits website at <http://uhr.rutgers.edu/benefits/benefits-overview>.

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)