**DRAFT – Offer Letter Template for Administrative Staff**

Date

Name

Address

City, State Zip

Dear (Insert Name),

I am pleased to offer you the position of *(insert title),* Title Code *(insert title code),* at Prairie View A&M University at an annual salary of $*(insert annual salary)* (monthly salary of $(insert monthly salary)). The preferred starting date of employment is *(insert date*)*.* This position is considered exempt and not subject to the Fair Labor Standards Act. This is an administrative position that serves without fixed term and at the pleasure of the President of the University.

This offer is contingent on the clearance of required background checks to include, but not limited to, a criminal history check, employment and education verifications, certification/licensure verification, and employment reference checks as applicable for this position. Failure to clear the required background checks will result in this offer being rescinded.

(insert following statement if position is grant funded or supported by restricted funding **or** remove statement if not applicable). The position is grant-funding or support by restricting funding. Continued employment is contingent on the renewal of grant or restricting funding.

*(insert paragraph below if travel reimbursement will be offered* ***or*** *remove if travel reimbursement will not be offered)*

You will be reimbursed for relocation expenses up to $(insert amount). This reimbursement will cover costs incurred in moving your personal belongings, household goods, and personal transportation costs. Your reimbursement will be process upon submission of all receipts and detailed documentation of your specific moving cost. Please be advised that some of your expenses could be taxable if it does not qualify as a Deductible Moving Expense based on the IRS Publication 521. More information on Deductible Moving Expenses is available on the IRS website at: http://www.irs.gov/pub/irs-pdf/p521.pdf.

On your first day, you must report to the New Employee Orientation. The Orientation is held from 8:00 a.m. to 5:00 p.m. in the Harrington Science Building, Room 101. During New Employee Orientation, all necessary new hire paperwork will be completed and the benefits package offered through the University will be discussed. You will be asked to provide your completed New Hire packet in hard copy form at the Orientation. Please go to: <http://www.pvamu.edu/hr/wp-content/uploads/sites/44/NEO-Packet.pdf> to retrieve and complete the in-processing packet.

As a new employee, please park at in the commuter lot (Lot 38) directly behind the Harrington Science Building located on University Drive. Directions and parking for New Employee Orientation are located on the University’s website at: <http://www.pvamu.edu/directions-to-prairie-view-am-university/>. Details regarding employee parking will be discussed in New Employee Orientation.

The Form I-9 is included with the New Hire packet and you will be required to completed Section 1 of the Form I – 9 and submit it to the Office of Human Resources on or before your first day of work. **The University is required by Federal Law to collect I-9 documentation to include proof of identification and employment eligibility documentation by your 3rd day of employment.** Lists of acceptable documents to establish proof of identification and employment eligibility can be viewed at: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Failure to provide acceptable documentation to the Human Resource Office by the third business day will void this offer and your employment will be terminated.

As a federal contractor, the University participates in the federal E-verify Program to verify your work authorization in the U.S., Your information will be entered in to the E-verify system by your 3rd working day based on your completion of the Form I – 9 and supporting Form I–9 documentation provided by you.

Health insurance coverage will be available to eligible employees (those employed 50% time or greater) effective on your date of hire, but you will have to pay the full cost until your state contribution eligibility date.  The State contribution is not effective until the first of the month following the 60th day of employment.  It is important, however, to know that this 60-day waiting period only applies to health coverage and does not apply to other insurance coverages (such as dental, vision, life and disability insurance, etc.).  It is also important to know that even though there is a 60-day waiting period for health coverage, benefit coverage choices must be made within 60 days of employment.  If you have health coverage with your current employer, you may have the option of purchasing such coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986), which gives qualified former employees the right to temporary continuation of health coverage at group rates.  You should contact your current employer to obtain information about COBRA coverage.

Should you have any questions regarding this offer, please do not hesitate to call me. Please indicate your employment decision in the appropriate space below, sign your name, and return the original copy of this letter to me by *(insert date).* We are looking forward to having you as a new member of the Prairie View A & M University team. We feel your qualifications and experience will add to our talent pool, and in turn, believe the University can provide you with opportunities for personal and professional growth.

Sincerely,

Director/Department Head/Dean

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Vice President

***I accept the position offered above.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

***I decline the position offered above.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: