NON-CLASSIFIED OFFER LETTER TEMPLATE

[Date]

[Name]

[Address]

[Email Address for Background Check Authorization]

Dear [Name],

I am pleased to offer you a [full-time, ¾ time, ½ time] non-classified appointment, working [9,10,11,12 months per year], as [Title] in [Department] at Idaho State University. This initial appointment will begin on [start date] and has an annualized salary of [$], along with Idaho State University’s comprehensive benefit and retirement package. In this role, you will report directly to [immediate supervisor]. The typical duties and responsibilities for this position are outlined in the attached position description.

This offer of employment and the anticipated start date are contingent upon the successful completion of a background check. Idaho State University has partnered with HireRight for the completion of pre-employment background check services. You will receive email communication from HireRight with instructions on how to complete your background check application. Please contact the Idaho State University Office of Human Resources at 208-282-2517 if you have any questions regarding HireRight or the pre-employment background check.

[*IF APPLICABLE:* Idaho State University will reimburse you for direct moving expenses up to {department limits or state limits, whichever is less}. Reimbursed moving expenses are taxable as described in the Moving Expense Reimbursement Policy. Please be aware if you leave Idaho State University within the first three years of employment, it may be necessary for you to repay up to 100% of the moving allowance. *{If this offer is for a one year appointment, use this language:* Please be aware if you leave Idaho State University within the one year appointment, it may be necessary for you to repay the moving allowance.*}* Please see the Moving Expense Reimbursement policy at [www.isu.edu/hr/forms](http://www.isu.edu/hr/forms) for further details. Please sign and return the enclosed Employee Moving Service Agreement as part of this offer. Please contact Danielle Pew, Assistant HR Director for Payroll and Benefits, by phone at (208) 282-3060, fax at (208) 282-4725, or email at daniellepew@isu.edu, if you have questions concerning the Moving Expense Reimbursement policy.]

Please indicate your acceptance of this offer by signing and returning a copy of this letter to [issuing office] by [day and date]. You may fax your response to [fax number], or email a scanned copy to [email address]. Once the HireRight pre-employment background check has been completed and you have been cleared to work, you will receive an email from the Human Resources Office. This will include details on how to complete the necessary new hire paperwork, which needs to be done on, or before, your first day of work, and details for scheduling an appointment for your benefits enrollment session. Please contact Human Resources at (208) 282-2517 if you have any questions regarding new hire paperwork or benefits information.

We are very pleased to have you as a member of the University community and we look forward to welcoming you to Idaho State University.

Sincerely,

[Name and Title of Issuer]

|  |  |
| --- | --- |
| Enclosures: | Position DescriptionEmployee Moving Service Agreement |
|  |  |
| CC: | Maggie Leitch, HR Business Partner for Talent AcquisitionName, University Business PartnerMs. Sheila Anderson, Senior Accountant, Finance and Administration [for relocation ONLY] |

**I accept this offer of employment under the terms described above.**

[Name] Date