*[INSERT CURRENT DATE]* **SAMPLE APPOINTMENT LETTER NEW HIRE – TEMPORARY**

# NAME

ADDRESS

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

#### It is a pleasure to offer you employment as described below. This letter of appointment notifies you of some important conditions of your employment. If significant changes to your individual situation occur, you will be notified in writing.

This appointment and other conditions of employment are subject to the terms of the Collective Bargaining Agreement (CBA) between University of Alaska and the Alaska Higher Education Crafts and Trades Employees (AHECTE), Local 6070, APEA/AFT (AFL-CIO), and, to the extent consistent with the terms of the CBA, applicable Board of Regents’ Policies and University Rules and Regulations.

Duties: *(Brief description of job, e.g., carpenter, plumber)*

Supervisor:

Job Title & Class:*(E.g., CT1/6501)*

## Position Number:

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_

Employment Status: *Temporary, Full-time*

Wage Step: *(E.g., CT1/Step 7 ($25.41))*

Geographic Differential:

Job Begin Date: *(Insert begin date)*

Job End Date:*(Insert end date – Maximum 18 months)*

### Special Conditions of Employment

See attached Job Vacancy Announcement, Classification Description *(E.g., CT1)*, and Departmental Job Description.

As a temporary employee you are paid only for hours worked. Benefits for temporary employees are defined in University Regulation.

This is a temporary appointment and your employment may be terminated with no advance notice.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

You are a “responsible employee” under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus Title IX coordinator within 24 hours. Title IX information and contacts are available as follows:

* **UAF and Fairbanks SW:**

 <http://www.uaf.edu/titleix/>

* **UAA and Anchorage SW:**

 <http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>

* **UAS and community campuses:**

 <http://www.uas.alaska.edu/policies/titleix.html>

You are subject to the Drug Free Workplace Act and must be and remain eligible for employment under the Immigration Reform and Control Act of 1986, as subsequently amended, and other state and federal laws. Ownership of intellectual property you may produce is governed by University Regulation 10.07.05 or, if applicable, the terms of a collective bargaining agreement. You are also subject to the Alaska Executive Branch Ethics Act (AS 39.52), as amended from time to time, and are required to complete and submit, to your supervisor, disclosure forms, including forms for Outside Employment or Services, Notice of Potential Violation, Receipt of Gifts, or Interests in State Grants, Contracts, Leases or Loans. When disclosures are required they are due upon the occurrence of a disclosable event and, for outside employment and services, at least every July 1.

The referenced disclosure forms and additional ethics information are available from your supervisor or University of Alaska General Counsel at:

<http://www.alaska.edu/counsel/ethics-information/>

In addition, the Ethics Act requires, among other things, that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you or an immediate family member, if the information has not also been disseminated to the public. Alaska Executive Act Ethics guidance produced by the Alaska Department of Law is available at:

<http://www.law.alaska.gov/doclibrary/ethics/EthicsInfo.html>

Please indicate your acceptance by signing and returning this letter to (*designated individual*) with an original signature. You may wish to retain a copy for your records.

Sincerely,

(*Hiring Authority)* Date

I understand and accept the above conditions of employment.

*Employee Signature Date*

Attachments:

Job Vacancy Announcement

Classification description

Departmental Job Description

Local 6070 Contract