



UNIVERSITY OF MARYLAND

Date

Name

Address

City, State and Zip Code

Dear _____:

I am pleased to extend to you an offer of appointment as (Title) within the (Department / Unit) at the University of Maryland, College Park. The start date will be Monday (Date). The 12 month salary for this position is (Annualized Salary) (% FTE). The probationary period for this appointment is one year and your performance will be reviewed at regular intervals.

This is a regular, full time, exempt staff appointment. As an exempt employee, you shall be expected to work a normal work week of no fewer than 40 hours per week from Monday through Friday. Your scheduled hours of work are (insert scheduled hours am – pm). Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements and responsibilities of the job. Employees in exempt positions are not entitled to compensation for hours in excess of 40 hours per week.

The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. You are required to comply with the University's vaccination protocol or to request and be approved for a medical or religious exemption in order to work at any University of Maryland location. **This offer of employment is contingent upon you providing proof of full vaccination or obtaining approval for a medical or religious exemption.**

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

First day information -

1st Day Time to Report/Location: _____

1st Day Parking Availability: _____

Name/Telephone # of Person You will Meet with: _____

Additional information to prepare you for your first day may be found on the attached checklist.

Employment, for regular University System of Maryland employees in exempt capacity, is on an at-will basis. All policies and procedures governing regular exempt employment can be found at the following website: <http://www.president.umd.edu/policies/>. (OPTIONAL: Your position is covered by the AFSCME exempt MOU, which can be found at: <https://uhr.umd.edu/staff-relations/>)

(Bargaining Unit Employees Only) Your position is in the <<Exempt / Non-Exempt>> bargaining unit under AFSCME Local 1072. The current Memorandum of Understanding (MOU) is on the Staff Relations page of the University Human Resources (UHR) website.

Within approximately one month of your start date at the University, you will receive an assignment email asking you to complete a required online training program on *Responding Effectively to Discrimination and Sexual Misconduct*. The deadline for completing the training will be 30 days from the date of your assignment email. If you do not use a computer at work and/or do not have an email address, your supervisor will arrange for you complete the training in person.

The University has an annual Performance Review and Development (PRD) process. All employees who supervise staff are required to attend PRD training. The PRD training is offered by University Human Resources (UHR) on the second Wednesday of each month, along with other trainings that are relevant to all employees including supervisors. Please register for the PRD at XXXXX, and review the other available trainings.

As a full-time, regular exempt staff employee, you are eligible to enroll in either the Maryland State Pension System or the Optional Retirement Program (ORP) with either Fidelity Investments or TIAA. **Your decision to enroll in either plan is irrevocable. You must make a selection, and your enrollment forms must be dated, no later than your first day of employment or your retirement plan will automatically default to the Maryland State Pension System. If there is a default, a mandatory 7% of your pay will be deducted from your pay and this will be deemed an irrevocable decision.** We encourage you to review the information at <https://uhr.umd.edu/benefits/retirement-benefits/> or speak with a benefits counselor with the University Human Resources Office of Employee Benefits at [\(301\) 405-7575](tel:3014057575) to assist you in making your selection no later than your first day of employment.

You are also eligible to receive health insurance benefits and participate in University-sponsored insurance programs. Please discuss your options with (Name and contact information of the HR Coordinator for your Unit). Paid leave is earned as follows (*Note: if Part Time, prorated based on FTE%*): You will accrue 22 days of annual leave, 3 days of personal leave, 15 (or 16) designated holidays and 15 sick days per year.

Please note: Insurance benefit coverage for all plans will be effective on the first day of the month following your date of hire, however you will be unable to enroll until you receive an email from the Employee Benefits Division that will give you access to enroll for benefits coverage. The email notification can take up to 30 days from your date of hire to become available to you. The normal processing time for online benefits request can take between 30-60 days from hire for your benefits to become active. Once the enrollment process is completed, you will be required to pay a mandatory retroactive payment of the premiums for the pay periods in which you did not have a payroll deduction, back to the effective date of coverage. Please contact the UHR Office of Employee Benefits for more information about this process.

For continuous insurance coverage to the end of the month in which you are hired, please make arrangements with your previous employer or health insurance carrier.

We are very excited about you joining the (Unit/Department) team. Please return a signed copy of this letter to me as soon as possible.

Sincerely,

Name
Title

Your signature:

NameDate

cc: Department Head