



University of Utah Human Resource Offer Letter

Name: _____ ID # _____

Hiring Department: 00460 University Student Apartments Job Requisition# _____

Job Title: _____ FTE: _____

Start Date: _____ Starting Salary: _____

Exempt or

Non Exempt**

ACKNOWLEDGMENTS

- I accept the offer of employment in the position described above and understand that if I am a new employee to the University, I will serve my initial six months of employment or reinstatement as a probationary employee during which my employment is "at will" which means I can be terminated for "any reason or no reason at all". This probationary period may be extended up to an additional three months if requested and justified by my superior and approved by the Human Resources Department.
- I understand I am required to establish my identity and eligibility to work in the United States by completing INS Form 1-9 not later than the third day after beginning work. Failure to meet this requirement within the time specified will result in termination of employment.
- I understand that I am required to complete on-line orientation as soon as possible after my start date. Some information is time sensitive, such as benefits, so the sooner I complete it, the more informed I am.
- Utah state law requires the university to perform a background check on new employees. This offer of employment is conditioned upon your successfully passing a pre-employment criminal background check.
- I understand that if I enroll in a benefit plan during the Initial Enrollment Period (the first 3 months following the date I am hired into a benefit-eligible position), benefit coverage begins on the first day of the month following my date of hire (if that date is the first day of the month, coverage begins that day.)

Signature of Employee

Signature of Hiring Official

Signature of Human Resources

****Fair Labor Standard Act** – Non exempt positions are SUBJECT TO the wage and hour provisions and are entitled to overtime compensation for all hours worked in excess of 40 hours per week.