



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.

This offer is contingent on providing proof of employment eligibility in the United States no more than 3 days after the initial start date. If this proof is not provided within this timeframe, the offer may be rescinded or employment terminated.

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify anyone from employment. Before any adverse decision, the finalist will have an opportunity to provide information to the University regarding the background check. The University reserves the right to rescind the offer of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

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.

All policies and procedures governing regular exempt employment can be found at the following website: <http://www.president.umd.edu/policies/>.

(Bargaining Unit Employees Only) Your position is in the 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.

(Bargaining Unit Employees Only) To comply with Maryland law, the University requires you to attend an in-person New Employee Orientation (NEO) within 14 days of your start date. The NEO program includes an introduction to the campus community, an in-depth presentation on employee benefits, sessions on employee wellbeing and safety, and more. Please work with your immediate supervisor to schedule your NEO participation as soon as possible.

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. In order to familiarize themselves with the PRD process, staff employees are expected to attend training which is offered online through LinkedIn Learning. Employees who supervise staff (including faculty who supervise non-faculty employees) are not permitted to carry out their PRD responsibilities until training is completed.

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: Health benefits coverage is through the State of Maryland and is effective on the first day of the month following your hire date on payroll. If your hire date is the first day of the month, benefits are still effective on the first day of the month. You will get an email alert from the State of Maryland to your UMD email address within 30 days of being entered into our payroll system. The email alert will have important login information for the State Benefits

enrollment system, SPS Workday, which requires your immediate attention. You have 60 days from your hire date to enroll in health coverage. Once the enrollment process is completed in SPS Workday, you will be required to pay for any missed deductions back to the effective date of coverage. The following page has important details for new hires, including required dependent documentation and instructions for using SPS Workday: <https://uhr.umd.edu/sps/>.

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:

Name

Date

cc: Department Head