

SAMPLE OFFER LETTER- **EXTERNAL – NON EXEMPT/HOURLY APPOINTMENTS**  
**MANAGERIAL/PROFESSIONAL POSITIONS**

Date

Name

Address

Dear Name:

On behalf of the University of Nebraska Medical Center, (Department), we are happy to extend our offer of appointment to the position of (position).

This offer of appointment with the University of Nebraska Medical Center is contingent upon the successful completion of a background check prior to your start date. You will be receiving an email communication from One Source, The Background Check Company. The email will instruct you how to access their secure website in order to complete the authorization allowing the background check to be done. Please follow all instructions in the email carefully as a mistake in completing the required information may delay completion of background check and start date.

[Also required is a medical examination including medical history and a medical determination regarding your ability to perform the essential functions of this position, with or without reasonable accommodation (if applicable)] and (enter other compliance requirements if applicable).]

This is a [(regular or temporary) (full time or part time)] Managerial/Professional special appointment. The duties and responsibilities of your position will be (scope of the position). Please refer to the attached job description for more details.

The position is categorized as Managerial/Professional Staff under Section 3.1.1.3 of the Bylaws of the Board of Regents of the University of Nebraska and that appointment is a "Special Appointment" under Section 4.4.1 of the Bylaws. Those specific sections are attached as your employment conditions are governed by those terms. The noted "Terms and Conditions" as well as "Rights and Responsibilities" will not apply until all pre-employment compliance requirements have been completed. In accordance with the Fair Labor Standards Act (FLSA), this appointment has been designated as "Non-Exempt".

In addition, unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UNMC, all non-faculty employees are considered employees at will, and either UNMC or the employee may terminate the employment relationship upon giving the proper advance notice.

Your start date is (day, month, year)\* and your hourly wages will be (\$XX.XX per hour). (If applicable, add the termination date should this be an appointment with a specified end date). \*Start date is contingent upon receipt of completed pre-employment requirements, as stated above, and may be adjusted if required information has not been received prior to this date.

Your health and life benefits will be effective the first day of the following month of your hire date. Unless you start employment on the first working day of the month, then your benefits start on that date. Attached is information outlining UNMC Benefits program. In order to be eligible to participate in the University-wide benefits program an employee must be appointed to work for a period of at least six consecutive months at a rate greater than or equal to 50% Full Time Equivalency (20 hours per week).



To help your acclimation to UNMC, you will be scheduled to attend an all-campus New Employee Orientation program in the near future.

In accordance with the Immigration Reform and Control Act of 1986 along with the Immigration Act of 1990, the University of Nebraska Medical Center, is required to hire only persons who may legally work in the United States of America: citizens and permanent residents of the United States and aliens authorized to work. To comply with the law, UNMC must verify the identity and employment eligibility of all new hires and complete and retain a Form I-9. Attached is a Form I-9 for your review. Please bring the applicable documents that establish both identity and employment eligibility (refer to List of Acceptable Documents on the back of the Form I-9). UNMC participates in E-Verify.

Your pre-employment medical examination has been scheduled for *(time, date, location)*. When you report for your medical exam, please bring the "Request for Pre-Placement Physical Examination" form (top portion completed by the department).

Please acknowledge your acceptance of this offer by signing the enclosed copy and returning it in the stamped, self-addressed envelope by *(date)*. On behalf of *(team members)*, we would like to welcome you to the *(department team)*!

Most sincerely,

*Manager*  
*Title*  
*Department*

**Attachments for Appointment Letter:**

1. Form I-9
2. #HR-751 "Request for Pre-Placement Physical Examination" form *(if applicable)*
3. Job Description
4. Benefits Information
5. Extra Copy of Offer Letter

I accept the *Position Title* position under the terms and conditions stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Chapter III. Terms and Conditions of Employment

3.1.1.3 **Managerial-Professional Staff.** This subcategory includes persons serving in nonacademic professional positions including nurses, technical specialists, directors not included in the academic-administrative staff, and all departmental managers.

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### Chapter IV. Rights and Responsibilities of Professional Staff

4.4 **Types of Appointments: Professional Staff.** (as defined in Section 3.1.1)

4.4.1 **Special Appointments.** Appointments to (a) all administrative and non-faculty professional staff positions, and (b) all appointments to faculty positions that are not "Appointments for a Specific Term," "Health Professions Faculty Appointments" or "Continuous Appointments" shall be "Special Appointments." The following types of faculty appointments shall be filled by Special Appointment only: (1) temporary appointments, (2) appointments to part-time positions, (3) appointments for less than one academic year in any rank, (4) courtesy appointments, (5) appointments to volunteer status, (6) annual appointments beyond retirement age, (7) appointments to the rank of instructor, assistant instructor, or lecturer, (8) appointments to ranks preceded by the designation "visiting," and (9) appointments supported by funds over which the University does not have control or which the University cannot reasonably expect to continue indefinitely, provided, that the total period of full-time service on a faculty Special Appointment in the rank of instructor shall not exceed seven years.

A "Special Appointment" will terminate in accordance with the time stated in the appointment to the position or in the written contract, and, if no time is stated in the appointment to the position or in the written contract, the appointment may be terminated by either party giving the other at least 90 days-notice of the date of termination. Such appointments may also be terminated by the University for adequate cause, disability, bona fide discontinuance of a program or department, or extraordinary circumstances because of financial exigencies.

A member of the faculty may hold a "Special Appointment" coincident with an "Appointment for a Specific Term," "Health Professions Faculty Appointment" or a "Continuous Appointment," and the terms of the Special Appointment may be independent of the terms of the other appointment status as a faculty member.

**History:** Amended, 54 BRUN 132 (8 Apr. 1989);  
Amended, 53 BRUN 26 (12 Sept. 1987);  
Amended, 47 BRUN 147 (24 July 1982);  
Amended, 42 BRUN 50-51 (29 July 1978).