



**SAMPLE OFFER LETTER – INTERNAL - TEMPORARY ASSIGNMENT - NON EXEMPT
HOURLY POSITION**

Date

Name

Address

Address

Dear Name:

On behalf of the University of Nebraska Medical Center, Department, we are happy to extend our offer to the temporary position/assignment in our department.

This offer of temporary assignment 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 to complete the authorization form. Please follow all instructions in the form carefully as a mistake in completing the required information may delay completion of the background check and start date.

[If applicable and based on job description: "Also required is a medical examination (may include fit test, immunization, animal clearance, medical history, etc.) to determine your ability to perform the essential functions of this position, with or without reasonable accommodation." - Only for Public Safety positions and positions with NM patient contact or CHRI patient facing or CHRI non-patient facing: "In addition, you must successfully pass a drug screen"]

This is a temporary full time or part time, XXX % FTE assignment. The duties and responsibilities of your temporary position/assignment include XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. 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). Temporary assignments may not exceed 2 years of employment from start 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.

A temporary assignment is a position established for a limited period of time to meet seasonal or short term workloads. In addition, all temporary employees are considered at will, and either UNMC or the temporary employee may terminate the temporary employment relationship upon giving notice. In accordance with the Fair Labor Standards Act (FLSA), this temporary assignment has been designated as "Non Exempt".

[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 day, month, year. Welcome to the department team!

Most sincerely,

Manager

Title

Department

College/Unit, UNMC

Attachments for Appointment Letter:

1. Extra Copy of Offer Letter
2. Request for Pre-Placement Physical Examination form *(if applicable)*

I accept the temporary position/assignment under the terms and conditions stated above.

Signature:

Date:
