DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Applicant Name:

I am pleased to advise you that you have been appointed as a member of the University’s adjunct administrative professional staff in JOBDEPARTMENT at Grand Valley State University.

This is a temporary appointment, which will be effective OFFERSTARTDATE and is anticipated to continue through ­­­­­­­­­­­­­­­­­­­ OFFERENDDATE. We anticipate you will be working (insert number) hours per week for this (insert number) week appointment period. This equals (insert number) hours per pay period. (Hours per pay period – hours per week times weeks per appointment period/number of pays for this appointment.). Your compensation for this appointment will be $ (insert number). You will be eligible to participate in the University’s group health and life insurance programs as available to adjunct administrative professional staff.

Due to the January 1, 2020 changes in the Fair Labor Standards Act, which is the law that determines which employees are exempt from overtime, in order to remain classified as exempt, you must be compensated on a salary basis of not less than $684 per week. Although you are earning less than $684 per week, you will be paid on a salaried basis, but you will be eligible for overtime when you work over 40 hours in a week. You shall not work overtime without the prior approval of your supervisor. For payroll purposes, you will need to track your time each week. Overtime will be based on (insert hourly rate) – divide the pay for this appointment by the number of weeks for this appointment, then divide the number of weeks by the number of hours per week to get the hourly rate). Please contact the Payroll Office at 616-331-2237 for more information.

Your job responsibilities will include (insert position details here). This is not an exhaustive listing of your job responsibilities.

While the appointment to these responsibilities is anticipated for the above stated period, please understand that your employment with the University is on an at-will basis and you have the right to terminate your employment at any time, with or without notice, for any or no reason. Likewise, the University retains the same rights. Nothing in University practice or policy should be construed to entitle you to a continuing employment or employment for a specified amount of time.

This appointment is contingent upon the University’s approval of its background screening. Additionally, this appointment is subject to all applicable University policies as published on the University policies website <https://www.gvsu.edu/policies/>.

The Immigration Reform and Control Act of 1986 require new employees to present proof of identity and verification of employment eligibility by completing a Form I-9. Human Resources will send you important employment forms.

You should receive a parking permit from Parking Services in the mail. If you do not receive your permit before you start work, you are required to stop by either Parking Services office (Allendale or Grand Rapids) during normal business hours to obtain a parking permit. All University parking lots requires a permit.

You will be contacted by the Human Resources Office to schedule your benefits orientation. Your benefits are effective the date of your hire. You will also be invited to attend a new staff orientation.

I look forward to contributions you will make to our department.

Sincerely,

Dean/Appointing Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

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

cc: Dean/Appointing Officer

 Human Resources

 Budget Office

Position #

FOAP