DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear APPLICANTFNAME:

I am pleased to formally offer you the position of JOBTITLE in JOBDEPARTMENT at Grand Valley State University. Your appointment will be forwarded to the Board of Trustees for their approval at their next meeting.

This appointment will be effective OFFERSTARTDATE. Your annualized salary will be $OFFERSUPER. . 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).

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.

In addition to your salary, you will be eligible for fringe benefits extended to our Executive, Administrative and Professional staff. This appointment is contingent upon the University’s approval of its background screening and upon Human Resources receiving your official transcript. 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. You should find this form in your Onboarding Portal.

*(Include any position and/or unit comments/information you wish here)*

You will receive a parking sticker from the Department of Public Safety. If you do not receive yours before you start work, you can stop by the Department of Public Safety and pick up a temporary parking permit. All University parking lots requires a permit.

Human Resources will contact you 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. Additional new hire information can be found in your Onboarding portal.

Welcome to Grand Valley State University!

Sincerely,

cc: Dean/Appointing Officer

Human Resources

Budget

Position #:

FOAP