

[Inside address]

[Date]

Dear [Name]:

I am pleased to offer you a non-academic short-term
[Choice: a) Temporary (67 days or less) or b) Casual (consistently 14 hours a week or less)] position in
[name of department/unit]. Your starting date will be [date] with an ending date no later than [date].

This appointment is contingent upon the continuing availability of funds for the position and on your
satisfactory work performance.

The specifics of this offer are outlined below:

- You will be compensated at a rate of [amount] per hour and will be paid on a biweekly basis.
- [Name] will be your supervisor.
- You will not have to pay union dues or fair share dues under this type of appointment.
- Under this appointment, you are not eligible for sick leave; vacation; state plan benefits; Regents' Scholarship; retirement plans; or layoff rights.
- [Include only for current U of M employees:] Time worked in this position cannot be credited toward eligibility for benefits (i.e., and employee working 70% in a primary position cannot credit hours worked in this position toward meeting the 75% eligibility requirement for benefit entitlement).

This constitutes our entire employment offer to you under this appointment. There are no implied or verbal agreements or promises outside of this letter.

I would be happy to answer any questions you may have about this appointment. Please indicate your acceptance of this appointment and the terms listed by returning the original letter, signed and dated. A copy of this letter is included for your records.

I look forward to receiving your favorable reply.

Sincerely,

[Name of person sending letter]

I agree to the terms in this letter (signature of new employee)

Date

Enclosure

c: Employee file

For more information about Temporary and Casual Appointments, please see this website:
<http://www1.umn.edu/ohr/ohrpolicy/Hiring/Temporary/index.htm>.