**Sample Letter for Part-Time Temporary Wage Appointment (P14)**

**Instructions for completing the offer letter: This letter is for P14 wage appointments. Following are paragraphs that can be modified and included in the offer letter as applicable. Some of the information is instructional and you need to put in the appropriate information. You can copy and paste items using your department letterhead. The original letter should be sent to the employee and a copy kept for the employee’s files. Policy 4296 should be used to answer questions. You must fill out the Part Time Temporary Appointment Authorization for Payment (P-14A) as well as the offer letter to the candidate.**

***All letters include confirmation of verbal offer:***

This letter confirms our verbal, contingent offer of **part-**time temporary employment. Your **working title is TITLE** in **DEPARTMENT** at Virginia Tech, effective **DATE**. The anticipated end date of the appointment is **DATE**. Continuation of this temporary appointment is subject to the availability of funds, the need for services, and satisfactory performance. All employees are required to have their pay electronically deposited into their bank account.

**Insert a brief description of the job to be performed.**

The total pay for the job is $**YYYY**.

It will be paid in semi-monthly installments on the first and sixteenth of the month over the term of your appointment.

**OR**

It will be paid in full at the end of the employment period.

This position is **exempt** under the Fair Labor Standards Act (FLSA) and will not be eligible for overtime compensation.

**OR**

This position is **non-exempt** under the Fair Labor Standards Act (FLSA) and will be eligible for overtime compensation. An employee in a non-exempt position must keep a summary of wage hours worked and report this to his/her supervisor each pay period.

University policy requires that a conviction check be conducted for all non-student hires. Similarly, a driver’s check is required for certain positions that require significant driving responsibility. You will be notified if any issues arise. This offer is contingent upon satisfactory completion of the required conviction and/or driver’s check.

Due to guidelines provided in the Affordable Care Act (ACA), wage hours should not exceed an average of 29 hours per week during the course of employment.

All employees are expected to ensure that business activities are conducted properly and in compliance with various federal and state laws. A list of all policies in effect is located on the university’s website at <http://www.policies.vt.edu>. Many important procedures are located on the websites of the Controller’s Office, Purchasing Office, Office of Sponsored Programs, and Human Resources Office and will be updated as policies change. Please refer to these for issues not addressed in the Faculty Handbook.

***For employees new to the university:***

*The following paragraph should be included in all offer letters:*

**Confirming work authorization:**

The confirmation of work authorization will be handled in the New Hire Center.

*The following paragraphs should be adapted as necessary for the appointment type and included in the offer letter.*

**Immigration Requirement:**

Either prior to or within the first three days of employment at Virginia Tech, you must present acceptable documentation of your identity and proof of U.S. citizenship or an alien status authorized to work in the United States. Employment will be contingent upon your meeting this requirement.

**For Male Employees only, Selective Service Requirement:**

An amendment to the Code of Virginia requires selective service compliance as a condition for employment. Newly hired male faculty, staff and students must complete the *Selective Service Registration Questionnair*e before they can start work. After you accept our offer of employment, you will be asked to complete this form. Prospective employees who indicate on the form that they were required to register but did not register must present verification from the Selective Service System to Human Resources indicating the requirement is terminated or inactive before they can be hired. If you are unaware of your status, you are strongly encouraged to contact Selective Service System at 1-847-688-6888 for a determination as soon as possible so that you may obtain the appropriate paperwork in advance of your effective hire date.

**Parking:**

If you wish to park on campus, you must register your vehicle with the Virginia Tech Parking Services Department. A fee is required to park on campus. If you have questions about parking regulations, please contact the Parking Services Department at (540) 231-3200.

**OFFICIAL TRANSCRIPT REQUIREMENT (you need to adjust the wording to fit the hiring situation):**

The Southern Association of Colleges and Schools accreditation process requires the University to employ adjuncts for teaching that have at least the minimal academic credentials required of all teaching faculty for the level they are teaching. Generally, the earned doctorate or terminal degree in the field is required. Instructors teaching lower division courses must hold at least a master's degree in the field.

**OR**

Determine what should be included for adjunct or wage faculty appointments for research faculty by following the guidelines for academic credentials included in the definitions of those various titles as stated in the Faculty Handbook for Special Research Faculty, Section 2.1.

**For positions with other requirements**:

If there are special requirements for the position, please put that in. An example for VTTI, night driving is required.

Sincerely,

Name

Title

Department

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept this offer of temporary wage employment in **(Department Name)** at Virginia Tech.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_