Date

Dear Name,

I am pleased to offer you employment at the University of Connecticut in the xxxxx department as a xxxxxx. Please review the information below that outlines the terms of your temporary employment at the University. As a student employee you are considered temporary and will not receive benefits such as holiday pay.

You will receive the first biweekly paycheck two weeks after the close of the pay period in which you are hired, contingent upon all required documentation being in place.

This offer of employment is contingent upon successful completion of an approved I-9 (Employment Eligibility Verification Form). You must maintain an active student status in the Student Administration system to be eligible for student payroll or Federal Work Study.

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy.

During your interview, we discussed a work schedule of ## hours per week. There may be additional hours on occasion. Given the nature of our operation and the potential for program expansion, if your days and or hours of work have to be changed in the future we will discuss this in advance of any change.

Should it become necessary, you may be asked to perform duties remotely, and/or ability to continue your employment may be contingent upon the university’s ability to continue normal activity during a period of social distancing.

Sincerely,

Supervisor