**(PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)**

## LETTER OF OFFER

## CURRENT EMPLOYEE – CLASSIFIED POSITION CHANGE

## (Promotion, Demotion, Lateral Transfer)

IMPORTANT: TEMPORARY WORKERS ARE NOT CONSIDERED CURRENT OSU CLASSIFIED EMPLOYEES. USE THIS LETTER ONLY WHEN OFFERING A DIFFERENT CLASSIFIED POSITION TO A CURRENT CLASSIFIED EMPLOYEE!

Date

Inside Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you a **(full-time/part-time) (XX.X FTE)** position as **(classification** **title)** in the **(department**), effective **(date).** Your salary will be **$(salary rate)** per **(hour/month). (Use the hourly salary rate if the position is part time or has an hourly Employee Class).**

**Bilingual Pay Differential – If the position requires bilingual skills, insert this paragraph:**

In addition to your salary, you will receive a “special qualifications pay” differential in the amount of 5% over your base rate. This pay differential is provided because your position specifically requires bilingual skills. At such a time that bilingual skills are not a condition of employment, the pay differential will be removed from your base rate.

**Appointment Type – If the position is a Limited Duration, Academic Year, Intermittent, or Seasonal position, insert the appropriate sentence below at the end as paragraph 2:**

This is a limited duration appointment and although it is anticipated to end on [date], it may end before that date. This appointment is contingent upon the availability of work and satisfactory performance, and management retains the right to terminate this appointment at any time. This appointment does not establish layoff rights (unless you have held regular status in a classified position for an OUS institution (other than OSU) within the prior two years) and no guarantee exists to continue employment with OSU beyond the termination of this appointment.

This is a [9/10/11]-month academic year appointment. Your dates of employment will be determined by your supervisor.

This is an intermittent appointment, meaning it will occur, terminate and recur periodically and regularly.

This is a seasonal appointment, meaning it will occur, terminate, and recur periodically and regularly.

**Collective Bargaining Agreement Statement – Use in EACH letter:**

As a classified employee of Oregon State University, your terms and conditions of employment are specified in the collective bargaining agreement with Service Employees International Union, Local 503, OPEU. The collective bargaining agreement is available on the web at <https://beav.es/bargaining-agreements>.

**Promotional Trial Service – Use if current employee is promoting upward:**

If the FTE for this appointment **is 0.50 to 1.00**, use:

Because this is a promotion, you will be required to serve a trial service period of six (6) months. The trial service period is recognized as an extension of the selection process and is the time immediately following appointment. Upon successful completion of your trial service, you will be entitled to rights and benefits associated with “regular” status as a classified employee at OSU.

If the FTE for this appointment **is less than** 0**.50**, use:

Because this is a promotion, you will be required to serve a trial service period of nine (9) months. The trial service period is recognized as an extension of the selection process and is the time immediately following appointment. Upon successful completion of your trial service, you will be entitled to rights and benefits associated with “regular” status as a classified employee at OSU.

**Vaccination Program Requirement – Use in EACH letter:**

Your employment with Oregon State University is contingent upon completion of OSU’s Vaccination Program Requirements **by your appointment start date**. Visit [https://covid.oregonstate.edu/vaccination-program-requirement](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.oregonstate.edu%2Fvaccination-program-requirement&data=04%7C01%7CRobbin.Sim%40oregonstate.edu%7C83412a2cea6548573ab108d9a48d8999%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637721750060723039%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=74DC0vqp19t0pqxQ5cJheL7iciD3%2BOq%2FaJuQELgkyeM%3D&reserved=0) for additional information and program compliance options. If you are unable to access the faculty and staff portal by your appointment start date, or if you have questions, please reach out to [employeecovidcompliance@oregonstate.edu](mailto:employeecovidcompliance@oregonstate.edu). Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

**Work Authorization Requirement – Use in EACH letter:**

This offer is contingent on your demonstration of your authorization to work in the United States for OSU. Ongoing employment will require your continuing ability to demonstrate that you remain authorized to work in the United States for OSU.

**Critical Training Requirement – Use in EACH letter:**

Continued employment is contingent upon your completion of all Critical Trainings assigned to you no later than 60 days after employment and with future recertification requirements. Visit <https://hr.oregonstate.edu/osu-critical-training-program> for additional information about OSU’s Critical Training Program. Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

**Criminal History Check – Use when an offer of employment is contingent upon a satisfactory criminal history check (CHC):**

This position is designated as a critical or security-sensitive position; therefore, you must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Because you hold a critical or security-sensitive position, you are required to self-report convictions [and because you are assigned youth program duties, your criminal history will be checked every 2 years]. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Valid Driver’s License/ Satisfactory Driving History - Use when an offer of employment is contingent upon a valid driver’s license/satisfactory driving history:**

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Certification/Licensure Requirements – Use if the appointee is required to have special licenses or credentials as part of the required qualifications (at appointment, or within a certain period of time):**

This offer of employment is contingent upon verification of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ license/certification by your appointment start date. Please provide your supervisor with proof of this requirement before this date.

**Commercial Driver’s License – If the appointee must have a Commercial Driver’s License (CDL), it requires a urinalysis test (and completion of coursework, etc.); add the following paragraph to the offer letter:**

This offer of employment is contingent upon your ability to obtain a Commercial Driver’s License (CDL) by [DATE]. (Some department require this at the time of appointment, others require it within 6 months).

**Compliance with NCAA Regulations – Use if the appointee will work with student athletes in Athletics or with student athletes in another capacity:**

This position requires your commitment to comply with all National Collegiate Athletic Association (NCAA) regulations. Personnel with Department of Intercollegiate Athletics are available to assist you, should you have any questions regarding this requirement.

**FLSA Paragraph – Include one of the following paragraphs in EACH letter, as appropriate.**

**For FLSA Exempt employees:**

The position you are being offered meets the criteria for exemption from the provisions of the Fair Labor Standards Act; thus, you will not be eligible to receive overtime compensation.

**For FLSA Non-Exempt employees:**

The position you are being offered does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act; thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

**Benefits – Select one of the following paragraphs, as appropriate:**

**If the FTE for this appointment is 0.50 or greater, and the employee was receiving benefits in their former position, use:**

Your current benefits program selections will remain in place. Please contact the employee benefits office at (541) 737-2805 if you have questions regarding your benefits.

**If the FTE for this appointment is less than 0.50, use:**

The position you are being offered is not eligible to receive medical, dental, or life insurance benefits with OSU.

**If the FTE for this appointment 0.50 or greater and results in benefits for the first-time use:**

Visit the “New Employee Onboarding” website at <http://hr.oregonstate.edu/inside-osu> to review health benefit plan options, pension and retirement savings options, and how to enroll. You must enroll in your health benefits **within 30 days** of your hire date. Benefits are generally effective the first of the month after your hire date and completion of the enrollment process. The “New Employee Onboarding” website also contains general information to orient you to OSU including work/life balance topics and resources.

**Leave Accrual – If this appointment results in changes to sick or vacation leave accrual for the employee, insert this paragraph.**

Please contact your Human Resources Service Center team regarding changes to your sick and vacation leave benefits. They may be reached at [hrsupportservices@oregonstate.edu](mailto:hrsupportservices@oregonstate.edu).

**Technology Transfer Statement – Use in EACH letter:**

The Technology Transfer Agreement signed at the time of your original employment with OSU will remain in effect.

**Acceptance Statement – Use in EACH letter:**

If you accept this offer, please sign the letter in DocuSign by **[date]**. You will receive an electronic copy of the final document for your records.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Hiring Supervisor’s Name / Title]

I accept this offer of employment as outlined in this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date