

Article XX. Employment

Section 1. Offer of Employment

When an employment offer is made to an applicant, the University shall provide a written offer of employment no later than seven (7) business days before the employee's start date. The offer letter shall include but not be limited to:

- A. Job title;
- B. Full Time Employment (FTE) percentage;
- C. Supervisor's name;
- D. Department or academic/researcher unit;
- E. Anticipated place of employment (location of worksite – e.g., main campus, remote location, medical center);
- F. Projected minimum employment length;
- G. Salary;
- H. A summary of benefits including eligibility for participation in UW health and wellness benefits and the University of Washington Retirement Plans, as well as the requisite enrollment information;
- I. A statement that the Employee is exclusively represented by the UAW, and the website address for the Union and the Agreement;
- J. Name of a person to contact for information regarding the appointment (with contact information).

Section 2. Notice of Employment

A notice of employment shall be provided no later than seven (7) days after the employment start date and shall include but not be limited to:

- A. Job title;
- B. Full Time Employment (FTE) percentage;
- C. Supervisor's name;
- D. Department or academic/researcher unit;
- E. Anticipated place of employment (location of worksite – e.g., main campus, remote location, medical center);
- F. A brief description of the anticipated research project(s);
- G. Projected minimum employment length as well as the long-term anticipated career path and length;
- H. Source of funding information for the position available to the University at the time of the employee's start date;
- I. Salary;

- J. A summary of benefits including eligibility for participation in UW health and wellness benefits and the University of Washington Retirement Plans, as well as the requisite enrollment information;
- K. A statement that the Employee is exclusively represented by the UAW, and the website address for the Union and the Agreement;
- L. Name of a person to contact for information regarding the appointment (with contact information);
- M. A statement that the University maintains individual personnel files and that the employee may access their files in accordance with the provisions of Article XX – Personnel Files;
- N. Links to the applicable collective bargaining agreement article(s) and procedures for performance evaluations and promotions.

A sample employment letter is appended to this Agreement as Appendix XX.