

Article XX. Employment

Section 1. Offer of Employment

Offers of employment will be made following pre-employment requirements. 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 proposed start date.

The offer letter shall include but not be limited to:

- A. Job title;
- B. ~~Full Time~~ Employment (FTE) percentage;
- C. Appointment type;
- D. Supervisor's name;
- E. ~~Department or academic/researcher unit~~;
- F. Anticipated place of employment (location of worksite – e.g., main campus, remote location, medical center);
- G. Projected minimum employment length as well as current and anticipated future funding (sources and duration) for the position, if known;
- H. Salary;
- I. A brief description of the anticipated research project(s);
- 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 a link to the CBA;
- L. 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;
- M. Name of a person to contact for information regarding the appointment (with contact information).
- N. Candidate acceptance line of terms and conditions.

~~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.~~