**Sample Research Intern Standard Offer or Appointment Letter**

**Last updated: 1/23/2019**

*Note: College signature is not required for decentralized units, but a copy of the appointment letter is to be forwarded to CALS HR.*

*Employee-in-training appointments are expected to be full-time.*

*Less than full-time appointments require CALS HR approval*

*prior to proceeding with offer.*

<Date>

<Name>

<Address>

Dear <Name>:

It is our pleasure to offer you an employee-in-training appointment as a research intern in the <Operational Area> in the Department of <Department Name> at the University of Wisconsin-Madison. You recently completed your <masters or bachelor's> degree in <insert degree subject> in <month and year of graduation> at <university conferring degree>. You will be able to build on your <insert degree subject> background by <explain what specific additional experience or training the individual will gain relevant to their degree>. You will be collaborating with Dr. <supervisor name> in this training opportunity.

Your appointment will begin on <date> at <appointment percent> percent time with a full-time annual salary rate of $<dollar amount>. We anticipate that your appointment will continue at least through <date>, contingent upon your training progress, funding availability, program needs, and satisfactory performance.

Work Authorization -- I-9: This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison’s electronic I-9 system. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The system will provide the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must present a receipt from a U.S. government agency for replacement document(s) within the three day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period.

Benefits: This position includes the fringe benefits described in the Benefits Summary found at <http://www.ohr.wisc.edu/benefits/docs/new-employee-packet-grads.pdf>. Staff benefits information and enrollment forms available to you are described on the following website: <http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx>. Since the enrollment period for many of the benefit programs is within 30 days of your appointment begin date, please contact <department administrator>in <office number/building> within the first few days of your appointment to avoid any loss of benefits or the need to submit evidence of insurability. Failure to take the above steps may result in loss of important benefits.

Benefits -- Federal Affordable Care Act: The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. Please refer to the notification included as an attachment to this letter.

Drug-Free Schools Act: All employees, faculty, and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it -- either for yourself or for someone you are concerned about. Campus information is available at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>

Identification Card: As an employee of the University of Wisconsin-Madison, you are eligible to obtain a photo identification card. Although not required, the card entitles you to use the following: University Libraries and the Memorial Union. In addition, you may purchase a membership for the Natatorium/Gym Unit 2 facility, Nielsen Tennis Stadium and Camp Randall Sports Center (Shell). You are given priority and discounted court rates at Nielsen Tennis Stadium and receive a discounted membership at the Camp Randall Sports Center (Shell).

Income Taxes: Your research intern salary is, in the most cases, subject to income taxes. See <http://www.ohr.wisc.edu/payroll/taxes.aspx> for information pertinent to US citizens, permanent resident aliens (green card holders), or resident aliens.

Mandatory Reporting Requirement of Child Abuse and Neglect: Executive Order #54 (EO 54) requires the reporting of child abuse or neglect.  As a UW-Madison employee or a UW-Madison volunteer expected to have regular contact with minors, you are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment or volunteer activities, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur.  For more information, please see the University of Wisconsin - Madison Office of Equity and Diversity website at: <https://oed.wisc.edu/child-abuse-and-neglect-reporting/>

Non-Discrimination: The University of Wisconsin-Madison does not discriminate in its employment practices on a variety of bases, including: age; ancestry; arrest record; color; conviction record; creed; cultural background; disability; ethnicity (specifically involving harassment by university employees); gender identity; gender expression; marital status; genetic testing; honesty testing; military obligations; national origin, pregnancy; race; religion; retaliation for making a complaint of discrimination or taking part in an investigation relating to discrimination; sex; sexual orientation; and use or nonuse of lawful products off the employer’s premises during nonworking hours.

Information on how to file a complaint alleging discrimination, how to contact the campus Title IX and Americans with Disabilities Act Coordinators, and on nondiscrimination on the basis of sex in federally assisted programs is available through the Office of Equity and Diversity (OED) website at: <https://compliance.wisc.edu/eo-complaint/>. OED’s main office is located in Room 179-A, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (Voice) (608) 263-2378, Wisconsin Telecommunications Relay Service: 7-1-1, Fax (608) 263-5562.

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Additional information and a registration link for this training can be found at: <https://compliance.wisc.edu/titleix/employee-training/>. (If you are currently a student at UW-Madison and have already taken a similar training directed at students, you are not required to take this training.)

Payroll Information: You will be paid on a 12 month (annual) pay basis. Payroll information for research interns is available at: [http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#additional-resources](http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx)

<Include if applicable:>Visa Related Information: If you are on a nonimmigrant visa and are subsequently offered a fellowship or award, you must consult with the International Faculty and Staff Services (IFSS) office (265-4000) before accepting the fellowship or award. Accepting a fellowship or award may very well require changes in your immigration status that take time, so the earlier you contact IFSS, the better. Individuals in H-1B status may not be classified as postdoctoral fellows/trainees. Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations.  If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/compliance-policy/export-control/).

It is the policy of the College of Agricultural and Life Sciences to provide reasonable accommodation for qualified employees with disabilities. If you need an accommodation to perform the essential functions of your position, please contact <Name of HR Manager> at <phone and/or email>. [ADD FOR EMPLOYEES TRANSFERRING BETWEEN UW or CALS WORK UNITS:] If you have a previously approved reasonable accommodation, information about your disability accommodation is not shared with your new employing unit because of confidentiality requirements of disability-related employment laws. You will need to make a new request for reasonable accommodation.

We look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment. If you are unable to access the websites indicated in this letter, please contact <department administrator> for a hard copy of these materials.

Sincerely,

<Required for centralized units>

<Mentor's name> <CALS HR Mgr name>

<Mentor's title> CALS Human Resources Manager

<Operational Area/Designation>

<Chair/Director signature if required by unit>

<Department Chair/Designee's name>

<Title>

<Department Name>

Attachment: Federal Affordable Care Act Notification

<Include if this is a letter of offer>

I accept this Research Intern appointment in the <Operational Area> in the Department of <Department Name>.

Signature Date

**Federal Affordable Care Act Notification**

The University of Wisconsin is required to provide all employees with a notice of the availability of the Health Insurance Marketplace and information on health insurance coverage available through your employment at the University of Wisconsin (UW). The Health Insurance Marketplace Notice is enclosed.

Although almost all individuals have been required to maintain health insurance because of what is called the Individual Mandate under the Affordable Care Act (ACA), beginning on January 1, 2019, individuals no longer have to comply with the Individual Mandate. However, individuals may continue to obtain health insurance coverage through employer-sponsored coverage with the UW, a governmental plan, such as Medicare, or the Marketplace (also known as the Exchange), which was created as an option for individuals to purchase health insurance (potentially with premium assistance).

**If you are eligible for and plan to enroll in the State Group Health Insurance plan through your employment at the UW, you do not need to enroll in coverage through the Marketplace, unless you choose to do so**. Most UW employees who are eligible for State Group Health Insurance will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

For information about the Health Insurance Marketplace and options available to you, please visit the following websites:

* HealthCare.gov: <https://www.healthcare.gov> (for detailed information about health plans available to you, eligibility, premiums and premium subsidies, FAQs….)
* UW System Affordable Care Act webpage at: <http://www.wisconsin.edu/ohrwd/aca/>

**If you need this information in another language,** please visit <https://www.healthcare.gov/language-resource/> or call HealthCare.gov at 1-800-318-2596.

If you have questions about your eligibility for health insurance through your employment, contact your institution’s human resources office (contact information available at: <http://www.wisconsin.edu/ohrwd/benefits/contact/>).