(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the (Insert Department/Office Name) in the (Insert College/Unit Name), I am pleased to offer you employment in the EHRA Professional (non-faculty) position of (Insert Title) at an annualized wage of (insert annual wage) which equates to an hourly rate of $(Insert hourly rate), subject to the availability of funds. Your anticipated start date is (insert date employment begins). This is a (Insert full or part) time, benefits eligible position, regularly scheduled for (Insert number of work hours) hours per week, and subject to federal overtime provisions. Your anticipated work schedule will be (Insert scheduled work days such as *Monday through Friday*), although the schedule is subject to change based on workload demands, institutional closings, staffing needs, etc. This is an “at will” appointment on an academic-year/ a fiscal-year basis, with continuation or discontinuation at the discretion of the Chancellor (or Chancellor’s designee).

(Insert any specific departmental / college employment responsibilities / commitments here.) [e.g. essential job functions; moving expenses if allowed by policy, etc.]

Employment in this position is contingent upon a satisfactory background check, verification of academic and professional credentials, (including an official copy of your transcript if you are the Instructor of Record for a course offered at NC State for academic credit per [*NC State Regulation 05.20.40, Instructor Qualifications*](http://policies.ncsu.edu/regulation/reg-05-20-40)), and your agreement to abide by the policies, regulations and rules of the University, as well as any funding contingency (as noted on addendum). The information on the attached addendum is incorporated as part of this letter.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated addendum, and returning it to me by (Insert Date)

My colleagues and I sincerely look forward to working with you at NC State University. Should you have any questions, please do not hesitate to contact me or (Insert Personnel Rep's Name).

Sincerely, Approved by:

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

(Name, Department Head/Hiring Official) (Name, Dean, VC, Provost or Chancellor)

cc: (Name, College/Division Business/HR Officer)

Human Resources Information Management, Campus Box 7210

I accept this offer and agree to abide by the policies and regulations of the University.



Employment Letter Addendum - EHRA Professional (non-faculty, at will)

# Employment Policies

Your employment is subject to the Constitution and laws of the United States and the State of North Carolina, and to the policies, regulations and rules of the University of North Carolina and NC State University as adopted and as periodically revised or amended. NC State University policies, regulations and rules, and the UNC Code are located online at <http://www.ncsu.edu/policies/homepage.php> and <http://www.northcarolina.edu/policy/index.php> respectively.

Your performance, salary, and responsibilities will be reviewed according to established University requirements and departmental / college evaluation criteria, if applicable.

# Funding Contingency

**Yes \_\_\_\_\_ or No \_\_\_\_.** **Hiring Unit: Is this position funded in whole or substantial part from sources other than continuing State ​budget funds or permanent trust accounts?**

If yes, the source of funding (and successor grants or contracts) for this position is (Specify the source of funding, i.e., name(s) of specific grant(s) or contract(s) or other non-permanent trust account from which the position is funded), and as such, your employment is contingent upon the continued availability of such funding.  Please be aware that the effect of this funding contingency may apply without further notice as outlined in section 2.3 of NC State University Policy 05.15.1<http://policies.ncsu.edu/policy/pol-05-15-01>.

# For Academic-Year Appointments

Individuals on academic-year (AY) appointments will receive their pay over the 12-month fiscal year.

# Orientation & Benefits Enrollment

Please contact the NC State Onboarding Center at (919) 513-1278 or [onboardingcenter@ncsu.edu](mailto:onboardingcenter@ncsu.edu) to schedule a time to meet on your first day. Visit the [Onboarding Center Website](https://onboarding.ncsu.edu/), including its “Preparing for Your First Day” section to learn everything you need to know to begin employment. You will also find information about the many services, opportunities, and benefits you have access to in your new position.

Information concerning retirement, health, and other benefits is available through NC State’s Division of Human Resources online at: <http://www.ncsu.edu/human_resources/benefits/> or by phone at (919) 515-2151. **\*IMPORTANT NOTE: Some benefits require enrollment within the first 30 days of employment. To avoid forfeiture or default, please attend a New Employee Orientation session within your first week or two of employment.**

Benefits-eligible EHRA Professional non-faculty positions receive 24 days of annual leave per year (accrued at 2 days per month, prorated for less than 1.0 FTE). More information about annual leave, as well as information concerning other applicable leave benefits for EHRA employees, are included in the following policy: [http://policies.ncsu.edu/policy/pol-05-15-01.](http://policies.ncsu.edu/policy/pol-05-15-01)

Employees of the University are required to participate in the Direct Deposit Program using their financial institution of choice. Information concerning this program and additional banking options may be found at:

# <http://policies.ncsu.edu/regulation/reg-05-45-01>.

**Proof of Work Authorization**

As required by Federal law, this offer is contingent upon your presentation of authorized documentation that verifies your identity and your eligibility to legally work in the U.S. On or before your start date, you must complete Section 1 of the Form I-9 (Employment Eligibility Verification). No later than three days after your start date, you must present valid documentation to a designated HR representative to complete Section 2 of the Form I-9. If you need employment sponsorship in order to legally work for NC State University, your department must work with HR's International Employment unit to petition for nonimmigrant work-authorized status for you. For assistance, you and your department should contact International Employment & Taxation at (919) 513-3338.