(Insert Date)

(Name)

(Address)

(City, State, & Zip)

Dear (Insert Name):

On behalf of NC State University and the Department (or Division) of (Insert Department Name) in the (Insert College/Division Name), I am pleased to offer you the opportunity to transfer to the SHRA staff position of (Insert Band Title and Level) at an annual salary $(Insert annual salary), subject to the availability of funds. This is a part-time, FLSA-exempt position not subject to federal overtime provisions. Your anticipated work schedule will be (Insert scheduled start and stop times), (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. Your anticipated start date is (Insert date employment begins).

This offer is also contingent on the successful completion of a background check, verification of credentials, and upon your agreement to abide by the laws and policies under which the university operates.

Please acknowledge your acceptance of this offer by signing this letter and its addendum and returning them to me by (Insert date).

We look forward to your joining the NC State University community. If you have questions, please do not hesitate to contact me at (Insert phone number).

Sincerely,

(Name of Hiring Official)

(Title of Hiring Official)

cc: (Name of College/Division Personnel Administrator, College/Division/Department)

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

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

Signature Date

# Employment Policies

Your hire into this position 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 including but not limited to PRR 05.00.03 Employees Subject to the State Human Resources Act (SHRA). NC State University policies, regulations and rules, and the UNC Code, may currently be found online at <https://policies.ncsu.edu/> and <http://www.northcarolina.edu/apps/policy/index.php> respectively.

Your performance, salary, and responsibilities will be reviewed according to established University requirements and departmental/college (or insert division) evaluation criteria.

**Career State Employee Status**

New employees in SHRA (subject to the State Human Resources Act) positions achieve career state employee status after 12 months of continuous employment by the State of North Carolina or a local entity as governed by G.S. 126.

**Direct Deposit**

Employees of the University are required to participate in the Direct Deposit Program using the financial institution of their choice. Information concerning the Program and additional banking options may be found at: <http://policies.ncsu.edu/regulation/reg-05-45-01>.

# Benefits

Information about eligibility for leave benefits can be found at [https://benefits.hr.ncsu.edu/leave-programs/](https://benefits.hr.ncsu.edu/leave-programs/%20).

# 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 work in the U.S. You will be required to complete Section 1 of the form I-9 (Employment Eligibility Verification) on or before your first day of employment. For assistance, you or your department should contact International Employment at [919-515-4518](tel:919-515-4518) or at <https://ie.hr.ncsu.edu/i9-e-verify/>.

**Mandatory/Non-Mandatory Designation**

Pursuant to NC State REG 04.20.07 (Adverse Weather and Other Emergency Event Conditions), each position at NC State should be designated as either mandatory or non-mandatory for both adverse weather and other emergency event conditions. Please refer to section 3 of the regulations for mandatory and non-mandatory employee definitions.

Your position is designated as follows:

**ADVERSE WEATHER [must check one]**

Mandatory – Adverse Weather

Non-Mandatory – Adverse Weather

**EMERGENCY EVENTS [must check one]**

Mandatory – Emergency Event (check all below that apply)

Fire/Explosions

Medical Emergencies

Hazardous Material Incidents

Transportation Accidents

Evacuations/Natural Hazards

Utilities/Infrastructure Failure

Threats of Violence/Terrorism/Interpersonal Emergencies

Non-Mandatory – Emergency Event

NOTE: On a specific event/condition basis, the University may also take the unusual measure of “calling-in” employees who are not normally designated as “mandatory” and temporarily assign them to this status, if a specific adverse weather or other emergency event is critical enough to require it, as determined by the employee’s immediate supervisor or next level manager.

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

Signature Date