

FY 2014-15 SAMPLE OFFER LETTER (Revised 01-16-2015)

INSTRUCTIONS: Delete this text box and replace with unit letterhead

For nonexempt employees use an hourly rate; for exempt employees a monthly rate.

Remember to update items in red with the effective date.

Omit retirement language when hiring a working retiree.

New employee must complete Section 1 of the I-9 not later than the first day of employment. But did you know the new employee can also complete the I-9 any time after he or she has accepted your offer of employment? If this capability might be of interest to you, contact HSC Payroll and HR Services (payroll@tamhsc.edu or hr@tamhsc.edu). Our staff will email instructions regarding logging in to the electronic I-9 system to your new employee.

Sample Offer Letter to a Rehired or New Exempt or Nonexempt Employee

(Insert Date)

(Insert Name of Selected Applicant)

(Insert Address)

Dear **(Insert Name)**:

I am pleased to offer you the position of [**Job Title**] in the [**Insert name of Office/Department**] beginning [**Date**] at an [**monthly/hourly**] rate of [**\$X.XX**].

This offer of employment is contingent upon successful completion of the [criminal history record information search](#) and, if applicable, [degree and licensure verification](#). [**Insert Name of Supervisor**] will be your immediate supervisor. Texas A&M Health Science Center is an at-will employer which means that either you or the university is free to end the employment relationship at any time, with or without cause. Attached is a Position Description with more detailed information about the duties of this position. This position is [**eligible or not eligible**] for overtime under the provisions of the Fair Labor Standards Act.

Please report to the following location on your first day of employment for New Employee Orientation:

Appropriate Address, together with
[\[Link\]](#) to directions

Please bring with you on your first day the following documents:

- Social Security card (not a copy). Disclosure of your Social Security account number (SSAN) is required as a condition of employment within the Texas A&M University System and its members. We must make a photocopy of your card for payroll purposes.
- Documents that establish your eligibility to work in the United States. Please review Attachment A for a listing of acceptable documents. You'll note that one document from list A is sufficient to establish work eligibility, OR you may provide one document from list B *and* one document from list C.

[Required language for positions which are contingent upon funding] Your position is funded from grant and/or contract funding which is renewed under the provisions of the grantor of the contract. The current grant and/or contract funding is through [**Insert Date**]. Your position, therefore, is contingent upon continuation of funding of these grants and/or contracts and your satisfactory job performance.

This position is eligible for a benefits package and participation in a retirement program. Upon employment, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, provided you pay the full cost of premiums. You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your date of hire. At this time the State of Texas will pay for a portion of the total health insurance premium amount. This position also participates in a retirement program effective on your date of hire. Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the Employee Benefits Guide which can be found at <http://www.tamus.edu/assets/files/benefits/pdf/GuideBooklet.pdf>.

We support the Texas A&M Health Science Center's goals to recruit and retain a quality workforce and encourage life-long learning practices. We will do our part to assist you in your new position and encourage you to take advantage of training and development opportunities that are available to help you be successful.

We are pleased that you will be working with our office and look forward to a positive working relationship. Please sign this letter and the Position Description attached indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

(Insert Name of Supervisor)

I accept the terms and conditions of this offer.

(Insert Name of Selected Applicant) *(Insert Date)*

xc: Personnel File

Attachments:

- Attachment A, List of Acceptable Documents to Establish Work Eligibility
- Attachment B, List of Acceptable Documents to Establish Dependent Relationship
- Attachment C, Position Description

ATTACHMENT A

List of Acceptable Documents to Establish Work Eligibility

All documents must be unexpired. New employees may present one document from List A, or a combination of one document from List B and one document from List C.

List A (documents that establish both identity and employment authorization)

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport, and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) The same name as the passport, and
 - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitation identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

List B (Documents that establish Identity)

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter's registration card.
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C (Documents that establish employment authorization)

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
 - a. Not Valid for Employment
 - b. Valid for Work Only with INS Authorization
 - c. Valid for Work only with DHS Authorization
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

ATTACHMENT B

List of Acceptable Documents to Establish Dependent Relationship

(The numbers before each paragraph represent the dependent certification "type").

1. Legally Married Spouse

Your most recent Federal Tax Return(s) showing that you are married filing jointly or separately (please black out any financial information) **OR** Marriage Certificate AND Proof of Joint Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee's name and the spouse's name.

Common Law Spouse

Your most Texas Declaration of Informal/Common Law Marriage from the county where the marriage was recognized or recorded **OR** your most recent Federal Tax Return(s) showing that you are married filing jointly or separately, AND Proof of Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee's name and the spouse's name.

2. Biological or Adopted Child (adoption complete)

Birth Certificate (must show employee's name as either the father or mother) **OR** Documentation on hospital letterhead indicating the birth date of the child or children under 6 months old.

3. Stepchild

Child's Birth Certificate showing the child's parent as the employee's spouse, **AND** Marriage Certificate showing legal marriage. If common law marriage, you must provide the documentation as outlined under Common Law Spouse.

4. Adopted Child (in progress)

Official court or agency placement papers (initial stage) **OR** Official Court Adoption Agreement for an Adopted Child (mid-stage).

5. Grandchild

A document that shows the child's address is the same as the employee's address. Proof of residency must be an official document in the form of:

- **(for school age children)** current year school records for grandchildren of school age and/or a valid driver's license for grandchildren of driving age. **OR**
- **(for non-school age children)** currently dated federal or state benefit assistance program record based on residence (such as Medicaid), a court record establishing residence, a copy of the day care record on the daycare's letterhead or the part of the social security card with the home address of the child for children not of school age.

A tax return is NOT proof of residency for a grandchild and cannot be accepted as appropriate documentation.

6. Foster Child

Official Court or Agency Placement papers

7. Legal Guardianship or Managing Conservatorship

Court Order establishing the appropriate legal relationship.

PLEASE NOTE that foreign documents, other than a marriage license or a birth certificate, should be accompanied by an English translation.