

**OFFER OF EMPLOYMENT TEMPLATE
(STARTED WITHOUT RESTRICTIONS BEFORE BACKGROUND CHECK HAS
CLEARED)**

HIRING DEPARTMENT NAME

Date

Dear _____

Re: Conditional Offer of Employment

I am pleased to inform you that you have been selected for our current position of _____. Your initial salary will be _____ per month.

In the initial recruitment process you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check. We have not received the final results of your background check. However, as we discussed, you have agreed to begin your employment with our department on _____ pending completion of the background check. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. We will contact you as soon as the background check process has been completed.

Please note: Effective September 1, 2009, the University of California will be implementing a one-year system-wide furlough plan due to the state budget crisis. Under the plan, employees' work time will be reduced by a specified number of furlough days according to their salary level, with a commensurate reduction in pay. This position will be affected by this program and you should expect that your compensation will be reduced, September 1, 2009 through August 31, 2010.

You understand and agree that your salary is subject to the Furlough/Salary Reduction Plan (The Plan) dated July 16, 2009, which is set forth in Attachment B to Regents Item J2. Consequently, for the period September 1, 2009 through August 31, 2010, your salary of \$_____ as set forth in paragraph D of this Agreement shall be reduced by ____% and (Employee) _____ will be subject to _____ furlough days

For more information, please refer to the following web link <http://www.universityofcalifornia.edu/budget/?p=658>, for a full description of the salary bands and the associated furlough reductions.

If you are assigned to perform substantial work under certain federal contracts/subcontracts during your employment with the University, the University will need to confirm your eligibility to work in the United States through E-Verify.

Sincerely,

HIRING AUTHORITY
Department Name