

OFFER OF EMPLOYMENT TEMPLATE (With Salary Reduction/Furlough Notification)

HIRING DEPARTMENT NAME

Date _____

Dear _____

Re: Offer of Employment

As a follow-up to our earlier conversation I am pleased to inform you that you have been selected for our current position of Working Title, Payroll Title, PSS/MSP Grade (if applicable), Dept program name if applicable. Your salary for this appointment will be _____ per month (include salary step if applicable). Your annual salary will be \$_____.

It is my understanding from our conversation today that you would be willing to accept this position beginning DATE. When you report for work, you will be asked for valid documents to establish your identity and employment eligibility for the hire paperwork process.

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.

I and members of my staff are looking forward to your joining the Department.

Sincerely,

HIRING AUTHORITY
Department Name

cc: Department Personnel File