**Optional language for university staff offer letters**

**9-2025**

**MINIMUM QUALIFICATIONS -** *Add at end of background check paragraph:*

You will met the minimum qualifications as defined in the job announcement and/or job description by the time of hire.

***MOVING EXPENSE REIMBURSEMENT –*** *Add after compensation paragraph:*

You will be reimbursed for actual expenses up to a maximum of $\_\_\_\_\_\_\_\_. Should you terminate your employment with the University prior to completing twelve months of service from your date of hire, you agree to pay back any relocation reimbursements paid to you or on your behalf. All moving expenses are taxable.

**MOVING ALLOWANCE** – Add after compensation paragraph.

In addition to your base salary, we are offering a non-base building moving allowance, payable once you start with the University in the amount of $\_\_\_\_\_.  If termination of employment prior to one year occurs by either party, you agree to pay back the moving allowance.

***EMPLOYMENT ELIGIBILITY (I-9) –*** *For a current or former employee within the last 3 years a new I-9 is not required, use this language instead of the full I-9 compliance paragraph*

(3) As a current employee or former employee at UCD within the last 3 years, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

***VISA STATUS –*** *Add after I-9 paragraph:*

This offer is conditioned upon your having the appropriate visa status that allows you to begin work for the University as of the start date for this position.

If you do not have a visa status that will allow you to start working for the University starting on the first day of your employment as specified in this letter of offer, the university may, at its sole discretion, consider petitioning the US Citizenship and Immigration Service to obtain an appropriate visa status that will permit you to work for the university. If the University should decide to submit such a petition, and such petition is granted then your position will begin on the day on which your visa status permits your employment by the University or on a date so indicated by the University. We rely on you to share information about your visa status and work eligibility with us in a timely manner.  Any petition will be prepared by, or the preparation of the petition will be overseen by, the Office of International Affairs, International Student and Scholar Services and any required filing fees will be paid for by the (name of hiring unit).  This offer is contingent on you having appropriate visa status or on you being able to obtain the appropriate visa status based on USCIS approval of the University’s petition.

***RECRUITMENT INCENTIVE –*** *Add after compensation paragraph:*

In addition to your base salary, we are offering a non-base building recruitment incentive payable once you start with the University in the amount of $\_\_\_\_\_.  If termination of employment prior to one year occurs by either party, you agree to pay back the recruitment incentive.

***INCREASE IN COMPENSATION BASED ON PROMOTION/PERFORMANCE AFTER ONE YEAR –*** *Add after compensation paragraph:*

After one year of service, your performance and accomplishments will be reviewed and you may be eligible to receive a pay adjustment of up to 10% of base salary, pending budget availability.

OR

After one year of service, your performance and accomplishments will be reviewed for consideration for promotion to \_\_\_\_\_\_\_\_\_\_\_\_ and a commensurate pay adjustment of up to 10% of base salary, pending budget availability.

***NOT ELIGIBLE FOR MERIT INCREASE –*** *Add at end of salary setting paragraph:*

You will be eligible for a merit increase on July 1, 20\_\_\_.

***LEAVE ACCEPTANCE FROM OTHER STATE AGENCY***

The university agrees to accept the transfer of \_\_\_ hours of sick leave and \_\_\_ hours of vacation leave.

***STARTING REMOTELY BUT MUST MOVE BY A CERTAIN DATE –*** add at the end of the first paragraph

Your position will start remotely; however, you will be expected to report to campus for \_\_\_Onsite OR Hybrid\_\_\_ work starting DATE.