HAND DELIVERED or REGULAR MAIL

DATE

Name
Address
City, State Postal Code

RE: Appointment – Probationary

Dear Name:

I am pleased to welcome you to Washington State University (WSU) and look forward to you joining the Area/College Name. Below is information regarding your appointment.

**Title:** Official Title/Title Code

**Location:** This position is located on the Pullman campus of WSU [alter to specific location plus potential assignment other location/campus as required]

**Reports to:** Name, Title / Phone

**Salary:**  Range xx, Step A, $x,xxx.00 per month

**Schedule:** Monday through Friday; 8:00am – 5:00pm

**Appointment status:** xx FTE (40 hr/wk)

**Effective Date:** Month, Date, Year

**Collective**

**Bargaining Unit:** This position is covered by the WSU/Washington Federation of State Employees or WSU/WSU Police Guild collective bargaining agreement in Bargaining Unit Number. Additional information is available through the Human Resource Services (HRS) Labor Relations website at [hrs.wsu.edu/labor-relations](http://www.hrs.wsu.edu/labor-relations)

**Overtime Eligibility:** Overtime Ineligible – You are to document leave activity by completing and certifying the Leave Report as described in the Business Policies and Procedures Manual 60.63. OR Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual 60.60.

On Date at Time you are to report to Name, Title, in the Location Name Room number.

During the first six (6) months of your appointment, you will serve a probationary

period in accordance with Article X of the above referenced collective bargaining agreement. Additional information on probationary periods is available through Human Resource Services (HRS) Labor Relations website at: <hrs.wsu.edu/labor-relations>.

Included with this letter is a copy of your position description, performance expectations, and the Personnel Action Form (PAF) regarding your appointment to your new position at WSU. Please sign and return the position description and performance expectations and return them to Name.

[Include I-9 and new employee orientation for non-WSU transfer appointments]

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must provide identity and employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to comply with the Immigration Reform and Control Act. See the attached List of Acceptable Documents. You will need to complete Form I-9 no later than the first day of employment and provide acceptable documents no later than the third business day of employment.

[Select language regarding orientation – two samples are provided below.]

Sample 1

I have scheduled you OR you will be scheduled to attend to attend New Employee Orientation and Employee Retirement Orientation on Day, Date, Month, at Time, in Building Room # and Employee Retirement Orientation on Day, Date, Month, at Time, in Building Room # New employee information is available through the Human Resource Services website [hrs.wsu.edu/neo](http://hrs.wsu.edu/Employee%20Orientation%20Schedule).

Sample 2

You will be scheduled to attend New Employee Orientation and Employee Retirement Orientation. New employee information, including benefits, is available through the Human Resource Services website [hrs.wsu.edu/neo](http://hrs.wsu.edu/Employee%20Orientation%20Schedule).

As a new WSU employee you will be required to complete training regarding prevention of discrimination and sexual harassment within six months of your date of hire.  Information regarding this training is available at the following web site:  <hrs.wsu.edu/dshp>.

[If appointment is to a supervisory/management position include:]

You will be required to attend the Supervisory Training series. Enrollment and schedule information is available through the Human Resource Services website [hrs.wsu.edu/supervisory-training](http://hrs.wsu.edu/training/learning-programs/supervisory-training/).

WSU is committed to providing equal opportunity in education and employment, and in all aspects of university activities. A critical element of our commitment to diversity lies in our ability to collect and assess student and employee demographic data. Your response to the voluntary WSU Employee Demographic Information Survey would be very helpful in our efforts to create a rich and inclusive community for all at WSU. Visit the Office for Equal Opportunity’s website at [oeo.wsu.edu/eeo-aa-compliance](http://www.oeo.wsu.edu/eeo-aa-compliance) for more information and to complete the survey.

We look forward to you joining Department.

Sincerely,[A list of appointing authorities can be found at:

<http://hrs.wsu.edu/managers/appointing-authority/>]

Appointing Authority Name

Title

Encl: U.S. Citizenship and Immigration Services required documentation

Important Benefits Information

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services Unit

