HAND DELIVERED OR REGULAR MAIL

February 17, 2020

Name

Address

City, State Postal Code

RE: Appointment – Trial Service

Dear Name:

On behalf of Area/College, I am pleased to offer you an appointment with Washington State University (WSU). The terms of the offer are as follows:

|  |  |
| --- | --- |
| **Title | Title Code:** | Official Title | Title Code |
| **Position Number:** | XXXX |
| **Location:** | This is a Civil Service position 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  |
| **Appointment:** | xx FTE (40 hr/wk) |
| **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 (BPPM) 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 (BPPM) 60.60. |
| **Schedule:** | Monday through Friday; 8:00am – 5:00pm  |
| **Effective Date:** | Month Date, Year |

On Month Day, Year at Time, you are to report to Name, in the Location Name, Room number.

Included with this letter is a copy of your position description and performance expectations. Please sign and return them to Name.

During the first six (6) months of your appointment, you will serve a trial service period, in accordance with Washington Administrative Code 357-19. Information on trial service appointments is available at the Human Resource Services website, [hrs.wsu.edu](http://www.hrs.wsu.edu).

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.

[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](https://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 of Civil Rights Compliance and Investigation’s website at [crci.wsu.edu/eeo-aa-compliance](https://crci.wsu.edu/eeo-aa-compliance/) for more information and to complete the survey.

We look forward to you joining Department or your continuing work with Department.

Sincerely,

A list of appointing authorities can be found at: [hrs.wsu.edu/managers/appointing-authority/](https://hrs.wsu.edu/managers/appointing-authority/)

Appointing Authority Name

Title

Encl: Position Description

cc: Appropriate Area/Department Representative(s)

HRS Employment Services

 HRS Personnel File

Human Resource Services/Department File