**Student Hourly Appointment Offer Letter Instructions Template**

*Academic Student Employees (ASEs) with Student Hourly Appointments*

Departments and hiring units must use this template letter to meet new WSU/UAW collective bargaining agreement requirements. Download this file to open in Word, then fill in the highlighted sections and edit the letter to meet the needs and requirements of the department or the individual to whom the offer is being made.

While there are not specific timelines required by the WSU/UAW collective bargaining agreement for student hourly positions, offers for appointment to student hourly positions should be provided to the ASE as soon as known.

Departments are to adhere to the minimum hourly rates for the position location as noted in [Article 35.3 Wages](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/#ARTICLE-35) of the WSU/UAW collective bargaining agreement.

It is recommended that the attached template be used. If any changes are made, the final document must include the following:

Required Topics for Offer of Student Hourly Position:

* Position title
* Effective dates of appointment
* Anticipated hours
* Hiring unit
* Hiring unit contact
* Summary of the general nature of required duties
* Salary/wages
* WSU Human Resources Services website (link to collective bargaining agreement)
* Response requirements
* A statement that the position is covered by this collective bargaining agreement
* Website address to the current collective bargaining agreement
* The University shall include in all ASE appointment letters a link to the Union’s website

We recognize that programs may need to include additional details in appointment letters. If doing so, please note that the specified topics bulleted above must not be excluded.

During this initial implementation phase of the collective bargaining agreement, we may make minor adjustments to the instructions and the appointment letter. We recommend checking the template to ensure you are using the most recent version (refer to the footer for the date). If you have already sent student hourly offers using an earlier template version, there is no issue, and they will still be accepted.

Electronic Delivery

DATE

Name  
Address  
City, State Postal Code

RE: Student Hourly Appointment

Dear Name:

On behalf of the [Department/School/Unit name], [I am/we are] pleased to offer you a part-time student hourly position with Washington State University (WSU). The terms of the offer are below.

|  |  |
| --- | --- |
| **Appointment Title:** | Teaching Assistant (TA) – Undergraduate or Research Assistant (RA) – Undergraduate |
| **Location:** | Campus name |
| **Effective dates:** | Date of first day of work – month day and year to date of last day of work – month day and year |
| **Anticipated scheduled weekly hours:** | Number of hours (#) |
| **Hourly wage rate:** | $xx.xx |

**General Duties/Expectations**

The duties associated with this position generally comprise of [summary of duties; for example: assisting faculty in teaching course and labs, grading examinations, setting up displays, preparing or maintaining laboratory equipment, assisting faculty in research].

You will be provided with a job description no less than two weeks prior to the beginning of your appointment. This job description will detail the expectations of your role and specify the supervisor to whom you will report.

**Conditions of Employment**

Your employment eligibility is contingent upon the following requirements:

* Enrolled as a student at WSU
  + For purposes of employment, a student is one who is enrolled at WSU for six or more credit hours during fall or spring semester and/or for three or more credit hours for at least one of the summer sessions.
  + Students enrolled for less than six credit hours during fall or spring semester or for less than three credit hours for a summer session who receive financial aid are also considered students.
* Meeting all conditions of employment and training requirements as detailed in this offer letter
* Availability of departmental funds

The completion of online training courses are a condition of employment and are to be completed within the established timelines associated with the training. University required trainings are outlined on the [Human Resource Services Learning and Organizational Development](https://hrs.wsu.edu/training/new-employee-training/). Questions regarding these additional training requirements may be directed to your supervisor or [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).

For new hires, pursuant to [RCW 28B.112.080](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080), certain positions are required to complete a sexual misconduct declaration prior to hire. Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

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 [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-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. International students who do not currently have a valid social security number must apply for one through the Social Security Administration within seven days of being hired (appointment start date). For guidance on acquiring an SSN, please consult [International Student Services](https://ip.wsu.edu/isss/studentservices).

WSU is committed to providing equal opportunity in education, 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, including employee self-identity. Your response to the voluntary WSU Employee Demographic Information Survey within Workday assists our efforts to create and maintain a rich and inclusive community for all at WSU. Visit the [WSU Compliance and Civil Rights](https://ccr.wsu.edu/) website for more information. You will be given the opportunity to provide demographic data when performing Onboarding tasks within Workday.

**Payroll Dates**

WSU employees are paid on a semimonthly lagged payroll system. Please visit the Payroll Services website for the [WSU Paydays.](https://payroll.wsu.edu/paydays/)

**Union Affiliation/Collective Bargaining Agreement**

As an academic student employee this position is union represented and governed by the [collective bargaining agreement](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/) as written or amended between Washington State University and the United Automobile, Aerospace, and Agricultural Implement Workers of America ([UAW](https://www.uaw4121.org/)). Please reference this Agreement for details on ASE benefits.

**Response Requirements**

To accept this student hourly position, return this letter to [Name, Title, Mailing and E-Mail Address] no later than [enter date as month date and year, typically two weeks from offer letter]. Without a response by this deadline, we will assume that you have declined the offer, and consequently, the offer will be rendered void.

Once the offer is accepted, [Department Administrator Name] will contact you to obtain personal identifying information in order to complete the hire process.

[Department/School] is pleased to provide this offer of employment with Washington State University.

Sincerely,

[Signature block of chair, director, or appointing authority]

cc: [Appropriate College/Department representative(s)]

**Acceptance of student hourly position**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I, |  | accept this offer |  |  |  |
|  | Printed Name |  | Signature |  | Date |