DATE

NAME

ADDRESS

Dear NAME:

On behalf of the University of Nebraska at Omaha, I am pleased to offer you employment as POSITION for DEPARTMENT. Your starting date is MONTH, DAY, YEAR, and your starting hourly wage will be $AMT.

New employees come to UNO in a probationary status. The probationary period is 180 days. At the conclusion of that time, you will receive a formal written evaluation of your work performance, which will include a summary of what has been discussed with you informally throughout the 180-day period.

You should note that the resources for this position are the result of a grant or other form of temporary funding. In addition to the required performance standards, appointment to this position beyond DATE is contingent upon successfully securing additional temporary funds.

As a UNO employee, you must also satisfy all Federal employment eligibility requirements. If you accept this offer, you must complete tax forms and an electronic Form I-9 in order to receive payment. The Form I-9 is the employment eligibility verification form. **You are required to complete Section 1 of the Form I-9 on or before your first day of work. Go to the following website to complete it:** [**http://www.newi9.com/**](http://www.newi9.com/)**. Enter 15249 for the Employer Code.** Please be prepared to present the appropriate original documents establishing your identity and employment authorization within three (3) business days of the date employment begins.

Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UNO, all non-faculty employees are considered employees at will, and either UNO or the employee may terminate the employment relationship upon giving the proper advance notice.

Information about the University’s various benefit programs is available online at: <https://www.unomaha.edu/human-resources/benefits-and-wellness/index.php>. For your convenience, UNO policies are also online at: <https://www.unomaha.edu/campus-policies/index.php>. If you have questions, please call me at 402-554-PHONE-EXT.

Please acknowledge your acceptance of this offer by signing the enclosed copy and returning it by fax, 402-554-FAX-EXT or by email at EMAIL ADDRESS.

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We are excited to offer you this position and on behalf of (department), I would like to welcome you to the UNO team!

Sincerely,

MANAGER NAME, TITLE

Acknowledgement & Acceptance:

I accept the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_under the terms and conditions stated above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_