September 5, 2019

Name

Address

City, State, Zip

Dear Name:

Congratulations on your temporary appointment as a Title I for the Department of (Name of Department) Engineering . We welcome you to the University of Nebraska – Lincoln. This is a FT/PT temporary position with a monthly/hourly salary of $XX.XX per month/hour. As we agreed, your appointment will begin on January 1, 2099 (with a projected completion date of)/(and may last until) January 2099.

The following are some of the University of Nebraska-Lincoln rules regarding temporary appointments:

* The appointment may be ended for any reason and without notice.
* Temporary employees are not granted employment beyond 24 months from your date of appointment, however, are eligible for reappointment after a three-month break in employment.
* Temporary appointments of six month or less are not eligible for benefits.
* Positions that are longer than 6 months and half-time or greater will be eligible for benefits. These include health/dental insurance and vacation/sick leave. (Does not include tuition remission, administrative/funeral leave, holiday pay or UNL contributions to retirement)
* If you are eligible for or become eligible for benefits, your online benefit enrollment must be completed within 31 days of your hire or eligibility date. You may complete the benefits enrollment process online through Firefly, the employee portal for benefits enrollment, leave balances, payroll and more. Use your TrueYou credentials to access <http://firefly.nebraska.edu>.
* If you need help determining the correct plan/coverage for you and your dependents, please contact the Benefits Office at benefits@unl.edu or 402-472-2600.
* If you are unsure about your benefit eligibility, please contact your supervisor or the College HR office.

Further applicable policies regarding temporary appointments at the University of Nebraska-Lincoln can be found at: <http://hr.unl.edu/policies/recruitment-and-hiring>

If you have any questions regarding your temporary appointment or the policies regarding your temporary status, please feel free to contact me at (Phone number or e-mail).

Please acknowledge receipt of this letter in writing, and if you accept the position, please also confirm your starting date and salary.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair

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Lance C. Pérez, Ph.D.

Omar H. Heins Professor of Electrical and Computer Engineering

Dean, College of Engineering

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date