**Sample Career Position Offer Letter for**

**Non-Represented (99)**

**(Without Benefits Statement)**

Date

Name

Address

Dear

As the successful candidate for the [Working Title; Classification; Grade] position, I welcome you to the [Department] at the University of California, Riverside.

Your [Percent Time] appointment will begin on [Date]. Your monthly salary will be [$]\_\_\_. The terms and conditions of your employment are covered by Personnel Policies for Staff Members. An electronic version of these policies is available on the Human Resources (HR) website (<https://humanresources.ucr.edu/>).

The offer of this position is conditional upon your being able to provide, in accordance with federal law, evidence of authorization to work in the United States, the receipt of satisfactory results from your references, the successful completion of a background check through the university's background check agency prior to your start date or a fingerprint check through the State of California Department of Justice (DOJ)/Federal Bureau of Investigation (FBI), as required by the position.

If you are assigned to perform substantial work under certain federal contracts/subcontracts during your employment with the university, the university will need to confirm your eligibility to work in the United States through E-Verify.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements. Additionally for information on how to submit proof of vaccination, please visit the [EHS Coronavirus website](https://ehs.ucr.edu/coronavirus?_gl=1*7gxp1q*_ga*NjQ3MTEzMzc0LjE2OTUyMTMxNDQ.*_ga_S8BZQKWST2*MTY5NTIzMTU5Ny4yLjEuMTY5NTIzNDIxNy4wLjAuMA..*_ga_Z1RGSBHBF7*MTY5NTIzMTU5Ny4yLjEuMTY5NTIzNDIxNy4wLjAuMA..).

***[Departments may pay all or a predetermine portion of such expenses as allowed in*** [***UC Policy BFB-G-13***](http://policy.ucop.edu/doc/3420347/BFB-G-13)***. Departments who elect to reimburse the candidate should include the relevant language listed in this section].*** Additionally, the University of California has established Policy G-13 [*Policy and Regulations Governing Moving and Relocation*](http://policy.ucop.edu/doc/3420347/BFB-G-13) and the university established [Policy 650-32](http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=650-32) to govern moving and relocation expenses. The reimbursement of moving expenses is at the sole discretion of the university and is subject to IRS Treasury regulations and the availability of funds.

The university will reimburse up to 100% of the eligible, reasonable, actual expenses of the move, up to a maximum of [$]\_\_\_. Please note, as an MSP or PSS appointee, if you voluntarily separate from this position prior to completing one year of service and do not accept a position within the UC system within 12 months from your initial date of appointment, you may be required to pay back 100 percent of the moving and relocation expenses reimbursed by the university.

If you are in agreement with the terms and conditions of this offer, please sign and return the enclosed copy of this letter by [Insert date that is 2-3 business days out from date sent to candidate]. Feel free to contact [name/phone/email address] to discuss any questions you may have regarding employment at UCR.

Sincerely,

[Signature]

I understand and accept the above conditions, and I accept this offer:

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

Name Date

UCR is a smoke/tobacco-free campus