



**(Date of Offer Letter)**

The University of Kansas, an agency of the State of Kansas and an institution of higher education operated under the authority of the Kansas Board of Regents, is excited to extend a formal offer of employment to you. The terms of appointment offered are as follows:

<b>Offer Details</b>			
<u>Start Date</u>	<u>Job Code/Title</u>	<u>Department Name/ID</u>	
<u>Position #</u>	<u>FTE</u>	<u>Frequency (biweekly)</u>	<u>Frequency Amount</u>
<u>FLSA</u>	<u>Employment Status</u> Temporary	<u>Employment Classification</u> S-Student	<u>Appointment End Date</u>

Employment is subject to all applicable laws, regulations, policies, minutes and resolutions of the State of Kansas, the Board of Regents and of the University of Kansas, including the policies of the school/department in which the appointment is assigned, **and** the provisions of the Memorandum of Agreement between the University of Kansas and the Board of Regents and the Graduate Teaching Assistants Coalition (GTAC), Local 6403 American Federation of Teachers-Kansas (AFT- Ks) representing Graduate Teaching Assistants at the university of Kansas, Lawrence) ([http://www.humanresources.ku.edu/files/documents/gta\\_moa.pdf](http://www.humanresources.ku.edu/files/documents/gta_moa.pdf)).

GTAC/AFT-Ks has been certified by the Public Employee Relations Board (PERB) as the exclusive employee representative of graduate teaching assistants for the purpose of meeting and conferring about conditions of employment and for the purpose of resolving grievances, as provided in K.S.A. 75-4321, et seq. GTAC/AFT-Ks may be contacted by calling 1-800-232-KAPE or at <http://ks.aft.org> or <http://kugtac.wordpress.com>.

Acceptance of this offer indicates that you have read and understand the policies, provisions and conditions of employment specified in the cited Memorandum of Agreement under which this appointment is governed, and that you accept this appointment and agree to be bound by its terms, employment conditions, training requirements, demonstrated English proficiency requirements, Affordable Care Act (ACA) provisions, and the University's Intellectual Property Policy. **GTAs are eligible for work assignment adjustments for 2 weeks per semester for personal or family circumstances** and up to a total of 6 weeks for the birth, adoption or placement of a child. It also confirms that you acknowledge that the activities performed within the position are related to the graduate degree you are seeking and may be included or contribute to the completion of academic requirements for the program enrolled. You may obtain information about health insurance coverage for which you may be eligible from Human Resource Management Benefits at 864-4946 or at <http://humanresources.ku.edu/graduate-student-health-insurance>.

All offers of employment, including the start date for employment, are contingent upon verification of your eligibility to work in the United States, completion of any legally required prerequisites and conditions of employment, and satisfactory completion of a background check in accordance with University policy.

Acceptance of this offer indicates your understanding of the employment terms.

Sincerely,

Ola Faucher  
Director, Human Resources

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date