

Conditional Offer Letter Web Form

Executive/Senior Administrative University Staff

Introduction

University Staff employees hired into the Executive/Senior Administrative Staff (E&SA) category hold positions having significant administrative responsibilities and duties and exercising considerable independent discretion, and having the ability to commit the University to a long term course of action. Unlike University Staff in the Managerial and Professional and Operational and Administrative categories, Executives will normally serve limited term appointments of a minimum of one year to three years, with appointments in excess of three years requiring advance Presidential approval. The responsibility associated with University Staff in the E&SA category is judged to be such that the University reserves the right to renew or not renew the appointments of incumbents in those positions when such appointments expire.

The tool provided below will generate a standard conditional offer letter based on information entered by the user. **This conditional offer letter web form is specific to the hiring of E&SA University Staff employees at the University of Virginia. It is not intended to be used for the hiring of any other category of University Staff, or any other category of employee such as Administrative and Professional Faculty.**

Hiring Authority

Before hiring any employee into an E&SA position, the terms of the offer must be determined and an approved offer letter issued to the candidate by

a designated University hiring official. The following individuals are designated as hiring officials:

- President
- Vice Presidents
- Academic Deans of the University's eleven schools
- University librarian
- Athletic Director

Hiring authority may be delegated in writing by one of these individuals with the approval of the President or the appropriate Vice President, and as required, the University's Board of Visitors.

Elements of the Conditional Offer Letter

All offer letters should contain certain elements and conform to the standard University offer letter for E&SA staff. While additional terms and conditions may be included in the offer of employment, the following are mandatory elements:

- Start date
- Position title
- Salary rate
- Term of appointment (beginning and end dates and length)
- Name of candidate's supervisor
- Requirement to abide by the University Code of Ethics and support the Honor System
- Requirement to comply with the Virginia State and Local Conflict of Interests Act, if applicable
- Requirement to comply with federal I-9 requirements
- Requirement to comply with EO/AA policies
- Requirement to abide by University Staff policies and procedures governing the terms and conditions of Staff employment, and notice that policies and procedures and benefits are subject to change

- Acknowledgment that the offer letter represents the entire agreement between the University and the candidate
- Attestation of credentials contained in the candidate's curriculum vitae
- Moving and relocation assistance (if offered by the department)
- Signing bonus (if offered by the department)

Offer letters that deviate from the standard letter by the insertion of additional, non-mandatory terms, must be reviewed and approved by the Vice President/Chief Human Resources Officer before being issued to the candidate.

Using the Web Form to Create the Letter

The Web form is accessed through this link:

<https://hr.virginia.edu/conditional/>

To save a customized conditional offer letter to your desktop:

- Complete all required fields in the web form
- Select File > Save As
- Type a path and filename for the file. The file will automatically appear as text file, but can be saved as a Word document, if desired
- Save the document on your desktop

Retention of the Document

The original signed offer letter is retained in the employee's Human Resources file at University Human Resources. Signed copies are presented to the employee, and retained by the hiring department.