<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am pleased to offer you a temporary position at Virginia Commonwealth University. This position is a part-time, exempt position (--%) as a(n) <TITLE>, in the <DEPT>, <SCHOOL or UNIT>. Your salary for this position will be $<SALARY> for the period beginning <DATE> through <DATE>. This will be considered your primary position and is only for the period indicated above. Health care, life insurance, retirement, and/or leave benefits are not provided with this position. The terms and conditions of your employment are set forth in the Working@VCU: “Great Place” HR Policies.

**In order to comply with the Commonwealth of Virginia’s Manpower Control Program, by signing below, you agree that as a part-time, non-benefited employee, you are not permitted to work more than twenty-nine (29) hours per week on average and no more than 1480 hours during the 12-month *Standard Measurement Period* of May 1st to April 30th.**

**In addition, in order to comply with the provisions of the Fair Labor Standards Act (FLSA), you are not permitted to accept additional employment in another part-time, non-benefited position (adjunct or hourly) at VCU unless you have been authorized to do so by the respective hiring authorities. If you are permitted to hold more than one part time position (adjunct or hourly), the total combined hours for all part-time, non-benefited positions held during the *Standard Measurement Period* cannot exceed more than twenty nine (29) hours per week on average and no more than 1480 hours per year. If at any time during the *Standard Measurement Period* it is determined that your projected hours might exceed this hourly limit, your hours must be reduced and/or your position may be subject to earlier termination.**

VCU requires all of its employees to be vaccinated against the Covid-19 virus. You must report your vaccination status within 3 days of hire at <https://together.vcu.edu/faq/employee-vaccine/>. If you plan to submit a request for an exemption for a religious or medical reason, you will be able to submit an exemption request which will be reviewed and assessed confidentially. If you are granted an exemption, you will be required to undergo Covid-19 surveillance testing as directed by the university.  If your request for an exemption is denied, you have three days to receive the first (or only) dose of the vaccination and update your vaccination survey response.

If you have any concerns or questions about your position, please contact <NAME OF CONTACT PERSON>, <TITLE OF CONTACT PERSON>, <SCHOOL or UNIT>. If this position is acceptable to you, please sign and return this letter to me at [\_\_\_\_\_\_\_\_\_@vcu.edu](mailto:_________@vcu.edu). I hope that your association with Virginia Commonwealth University is both personally and professionally rewarding.

Cordially,

VP/Dean

<SCHOOL or UNIT>

I have read and understand this letter and the policies referenced above, I agree to the terms and conditions and hereby accept this conditional offer.

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Signature Date

This offer is not valid unless signed.