



**Wisconsin Center for
Education Research**
UNIVERSITY OF WISCONSIN-MADISON

July 15, 2020

John Smith
123 Main St
Anytown, WI 54701

Dear John:

The Wisconsin Center for Education Research (WCER) is pleased to invite you to accept an annual appointment as a project assistant at 100% time (approximately 40 hours per week) from July 15, 2020 through June 30, 2021. Currently, the full time annual (12 months) project assistant rate is \$49,632; the 100% rate will be \$3000 per month. Effective July 1, 2020 the full time annual (12 months) Project Assistant rate at the School of Education will increase to \$50,112; the 100% rate will be \$3200.

This offer of employment is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Employment Eligibility and Verification:

This offer of employment is also contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison's electronic I-9 system and login instructions, which is run by the company GIS-COMPLI 9. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The system will provide the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9. The list of documents is also attached to this letter for your easy reference. The required documents must be presented, in person, within three days of your employment start date. If you do not have the necessary documents, you must present a receipt from a U.S. government agency for replacement document(s) within the three day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period.

You are assigned to 1 research project(s). Any questions regarding the nature of your work should be discussed with your supervisor, Julie Andrews. Although there may be some variation and change in the responsibilities as the appointment proceeds, your duties will be to:

- complete things that most people ignore

Leave Benefits:

Vacation:

Your vacation allocation for the period of July 15, 2020 through June 30, 2021 will be 160 hours. Vacation requests should be made to your supervisor in advance and you must receive written approval from your supervisor prior to using any vacation. You should plan on using any accrued vacation time prior to the end of your appointment, as no lump-sum payment will be made for unused vacation balances, nor will it be carried over after the appointment end date. Other than periods when you receive approval to use earned vacation time, the appointment extends throughout the period noted above, with the exception of holidays when State offices are officially closed.

Sick Leave:

Project assistants earn 12 sick leave days for a 12-month appointment (prorated for a shorter appointment). At the beginning of each appointment period, you will be credited with a bank of sick leave days. The number of days credited to your sick leave bank will be 7. Sick leave may not be used in increments of less than one half day. Unused sick leave will carry over from appointment period to appointment period only within the same department. Any combination of sick leave carry over and newly accredited sick leave cannot exceed twelve days. In the event of an unanticipated absence, you must contact your supervisor by phone or email before the start of your scheduled work shift.

Concurrent Appointments:

Before accepting any additional new appointments, students must inform all department administrators and supervisors, who will in turn notify the WCER Business Office. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>

Satisfactory Academic Progress:

You are required to maintain satisfactory progress toward your degree. For additional information, refer to: <https://grad.wisc.edu/acadpolicy/?policy=satisfactoryprogress>.

Enrollment/Requirements:

Project/Program Assistants are expected to enroll for a minimum of two graduate credits, unless they are dissertators who must enroll for a minimum of three dissertator credits. For more specific enrollment information, see the Graduate School's website on Enrollment Requirements at: <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>.

Tuition:

You will receive remission of your tuition. The tuition remission does not include any special course or segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents.

To qualify, you must be a graduate assistant and your combined TA, PA, RA, LSA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment's full-time rate for the length of a semester to receive full tuition remission for that term. For additional information, please refer to the Bursar's Office website information regarding TA, PA, RA, LSA Appointments at:
<http://www.bussvc.wisc.edu/bursar/remismnu.html>.

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar's Office website regarding TA, PA, RA, LSA Appointments Summer Term at:
<http://www.bussvc.wisc.edu/bursar/remsssta.html>.

Health Insurance:

Include if eligible for health insurance [individual is eligible if appointment is at least 33% for one semester (academic year) or 6 months (annual)]:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact Mary Hegge in WCER Human Resources at (608) 262-9173 or via email at mary.hegge@wisc.edu or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu within the first 30 days of your employment. Information is also available online at: <http://www.ohr.wisc.edu/benefits/new-emp/>

Include if not eligible for health insurance:

Based on this position, it appears you are not currently eligible to participate in the Graduate Assistant Health Insurance program. However, if you previously had grad coverage or your job is extended, please contact Mary Hegge in WCER Human Resources via email at mary.hegge@wisc.edu or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu to determine if you are eligible within the first 30 days of your employment. Information is also available online at:
<http://www.ohr.wisc.edu/benefits/new-emp/>

It is the policy of University of Wisconsin-Madison to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact the Division Disability Representative(s), Kurt Rose at kurt.rose@wisc.edu or Teri Engelke at teri.engelke@education.wisc.edu.

Federal Affordable Care Act:

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. Beginning in 2014, the federal Affordable Care Act (ACA) requires most

everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is an option for people to obtain health insurance. Detailed information about the Health Insurance Marketplace and options can be found on at <https://www.healthcare.gov/> and the official marketplace notice can be found at the following link from UW System, <https://www.wisconsin.edu/ohrwd/aca/>.

Payroll Information:

For payroll purposes, you will be paid on a biweekly basis. Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: <http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#additional-resources>

Required Graduate Training:

Please attend and participate in a professional development session for Teaching Assistants (TAs) and Program/Project Assistants (PAs) focusing on diversity, discrimination and harassment, presented and sponsored by the Office for Equity and Diversity, the McBurney Disability Resource Center, the Theatre for Cultural and Social Awareness and the Office of Human Resources. Participants receive information about relevant laws, policies, regulations and resources; explore the practical application of these policies to classroom and learning environments; and engage in facilitated conversations designed to promote interdisciplinary dialogue and excellence through diversity. These sessions promote the development of competencies that sustain and strengthen UW-Madison's position of preeminence in research and higher education and advance critical campus strategic priorities.

Please note that the workshop requires you to register. The session schedule, electronic copies of the materials referenced during each in-person presentation, and the registration link are available at: <https://oed.wisc.edu/graduate-assistants-equity-workshops/>

Research Policy:

By accepting this appointment, you agree to comply with UW-Madison research policy and the provisions of any funding agreement or other agreement establishing rights to intellectual property that applies to the research in which you may participate, and to cooperate in assuring that your and UW-Madison's obligations regarding rights in intellectual property are honored. To the extent you make an invention that is funded in whole or in part by a federal agency or which is otherwise subject to an agreement requiring the University to grant rights in the invention to a third party, in consideration for your employment at UW-Madison you hereby assign rights to such invention to the University's designated patent and intellectual property management organization. More information regarding intellectual property policies and procedures is available here:

<https://research.wisc.edu/intellectual-property/>

Compliance Obligations and Reporting Responsibilities:

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in University programs or activities. Information from relevant law, policies, resources, complaint procedures, and protected bases, including how to contact the Title IX and Americans with Disabilities Act coordinators and on nondiscrimination on the basis of sex in federally-assisted programs is available at: <http://www.oed.wisc.edu>

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. You are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur. If the abuse or neglect occurred in a University program, on campus, or involved a University employee, volunteer, or agent, you must also notify the Office for Equity and Diversity. EO 54 does not apply to employees whose job requires them to comply with the mandatory reporter requirements in Wis. Stats. s. 48.981. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA. For more information, please see the University of Wisconsin - Madison Office of Equity and Diversity website at: <https://oed.wisc.edu/child-abuse-and-neglect-reporting/>

It is the policy of University of Wisconsin-Madison to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact the Division Disability Representative(s), Kurt Rose at kurt.rose@wisc.edu or Teri Engelke at teri.engelke@education.wisc.edu.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>

We are looking forward to a productive relationship and shall be pleased to receive notification of your acceptance of this appointment.

Sincerely,



Mariana Castro
Interim Director
Wisconsin Center for Education Research

MC: marianna@wisc.edu
CC: mhegge@wisc.edu

Name John
Date July 15, 2020
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Please sign and date this page if you agree to the terms and return to the Business Office within 10 days of receipt.

I accept the terms of this appointment as a Project Assistant with the research project(s) of Varying Research at the Wisconsin Center for Education Research.

Signature

Date

Federal Affordable Care Act Notification

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The marketplace (also known as the Exchange) is a new option for people to obtain health insurance.

If you have State Group Health Insurance through your employment at UW, you do not need to enroll through the Marketplace or take any action, unless you choose to do so. Most UW employees will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

Marketplace Notice:

[https://www.wisconsin.edu/ohrwd/download/aca\(3\)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf)

Detailed information about the Health Insurance Marketplace and options:

- FAQs, contacts, affordability and eligibility for Marketplace subsidies:
<https://www.healthcare.gov/>
- UWSA website: [https://www.wisconsin.edu/ohrwd/download/aca\(3\)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf)