Offer Letter Templates for Recruiting

Last Updated: October 31, 2022

In Workday Recruiting, there are Offer Letter templates that have been created for specific Job Profiles/Types. Here you will find these templates with the standard Cornell University language that would be in an offer letter that is sent to the candidate.
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External Non-Exempt

Required (if applicable) - Verbal Offer Confirmation - Non-Exempt
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) – Hours Variation
Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to {Allowance Plans} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.
**Required (if applicable) - Endowed Benefits**
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf).

**Required - Probationary Period**
The first 90 days of your employment is a probationary period during which you and your supervisor can evaluate the suitability of this placement [or: work situation]. We encourage you to use this time to discuss issues and questions with your supervisor. If your employment ends during the probationary period, you will not have recourse to Cornell’s grievance procedure.

**Required (if applicable) - Non-Disclosure and Property Rights**
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) *(by mail or email)* for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required (if applicable) - Contingent on Medical Examination**
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

**Required (if applicable) - Acknowledgment of Risk**
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.
Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.
Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External: NetID - I9 - Signature Line**

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}

cc: Human Resources
External Exempt

Required (if applicable) - Verbal Offer Confirmation - Exempt
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

Required (if applicable) - Supervisor Introduction
Manager, {Manager's Title} will serve as your immediate supervisor.

Required (if applicable) – Weekend/Holiday Work
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.
Required (if applicable) - Non-Disclosure and Property Rights
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s)  
(by mail or email) for your review and signature (for non-academic staff required to sign, this form has  
to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first  
day).

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a  
Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and  
complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will  
provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of  
appropriate immunizations.

Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated  
risks may be found at:  
http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf. You are required to  
follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such  
as attending training programs and relevant meetings, following written procedures, using protective  
equipment provided to you, and any other safety procedures required by your supervisor. Failure to  
follow these instructions will result in disciplinary action up to and including termination. Cornell has  
no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine  
at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon  
as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at  
this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and  
will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as  
soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer  
is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing  
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The health and well-being of our workforce and our community is of the utmost importance to us at  
Cornell.

As part of the university’s comprehensive vaccination program, all Cornell employees are required to  
have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or  
have obtained a university-approved disability/medical or religious exemption, regardless of their role
and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
External Non-Exempt Fixed Term

Required (if applicable) - Verbal Offer Confirmation - Non-Exempt
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) – Hours Variation
Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work.

Required - Term Appointment Dates
As we discussed, the term of this appointment is {Target Hire Date} to {ENTER_END_DATE}. Employment in this position through the intended term is contingent on your successful performance and continued funding and [and department add other work-related contingencies, if any].

Required (if applicable) - Grant-funded
Your appointment is to a grant-funded position.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.
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Required (if applicable) - Endowed Benefits
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Required - Probationary Period
The first 90 days of your employment is a probationary period during which you and your supervisor can evaluate the suitability of this placement [or: work situation]. We encourage you to use this time to discuss issues and questions with your supervisor. If your employment ends during the probationary period, you will not have recourse to Cornell’s grievance procedure.

Required (if applicable) - Non-Disclosure and Property Rights
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In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

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**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's [comprehensive vaccination program](https://hr.cornell.edu/covid/university-response/vaccination), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of [Cornell's Vaccination Compliance Program](https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff/)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to
complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States \( X \) days a week and on-campus \( X \) days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. **Your primary work location will remain Ithaca, NY.**

For more information about possible tax implications for those working remotely outside of New York State, please visit our [flexible work website](#).

**Required - External NetID - I9 - Signature Line (Fixed Term)**
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.
Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

The University reserves the right to end this appointment consistent with university policies and procedures. To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
External Exempt Fixed Term

**Required (if applicable) - Verbal Offer Confirmation - Exempt**
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

**Required (if applicable) - Supervisor Introduction**
Manager, {Manager's Title} will serve as your immediate supervisor.

**Required (if applicable) – Weekend/Holiday Work**
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

**Required - Term Appointment Dates**
As we discussed, the term of this appointment is {Target Hire Date} to {ENTER_END_DATE}. Employment in this position through the intended term is contingent on your successful performance and continued funding and [and department add other work-related contingencies, if any].

**Required (if applicable) - Grant-funded**
Your appointment is to a grant-funded position.

**Required (if applicable) - Bonus**
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

**Required (if applicable) Relocation Repayment**
You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf).
Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link:

Required (if applicable) - Non-Disclosure and Property Rights
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) by mail or email for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at:
http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf. You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.
Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State
as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External NetID - I9 - Signature Line (Fixed Term)**

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

The University reserves the right to end this appointment consistent with university policies and procedures. To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}  
{ENTER_SIGNER_TITLE}  
cc: Human Resources
Casual Exempt

**Required - Verbal Offer Confirmation-Casual Exempt**
On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the casual position of {University Job Title} in the {ENTER_DEPARTMENT_NAME}. As we have discussed, this is a part-time, approximately, 19 hours per week, casual appointment (hours during any given week may vary but will average to 19 hours a week/year). This casual appointment will begin on {Target Hire Date} and is anticipated to continue for {ENTER_NUMBER_OF_MONTHS} [# of months, must be 12 months or less], through {ENTER_END_DATE}. As an exempt employee, you will be paid on the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This position is not eligible for overtime.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR [The primary responsibilities of the position are to {ENTER_DUTIES}]. This appointment is not eligible for Cornell benefits.

**Required (if applicable) - Weekend/Holiday Work**
This position may require weekend or holiday work.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program
(https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**

This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External Signature Line**

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. To confirm your acceptance of this
offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
Casual Non-Exempt

Required - Verbal Offer Confirmation - Casual Non-Exempt
On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the casual position of {University Job Title} in the {ENTER_DEPARTMENT_NAME}. As we have discussed, this is a part-time, 19 hours or less per week, casual appointment (hours during any given week may vary but will average to 19 hours a week/year) that will begin on {Target Hire Date} and is anticipated to continue for {ENTER_NUMBER_OF_MONTHS} [# of months, must be 12 months or less], through {ENTER_END_DATE}. As a nonexempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay - Proposed. You will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at the University your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR The primary responsibilities of the position are to {ENTER_DUTIES}. This appointment is not eligible for Cornell benefits.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required - I-9
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program.
(https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**

This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

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For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External Signature Line**

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}. 


Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
Temp Exempt with Benefits

Required - Verbal Offer Confirmation - Temp Exempt w/Benefits
On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the temporary {University Job Title} in the {ENTER_DEPARTMENT_NAME}. This temporary appointment will begin on {Target Hire Date} and is anticipated to continue for {ENTER_NUMBER_OF_MONTHS}, [*note: must be between 6-12 months for Endowed OR 3-12 months for Contract College], through {ENTER_END_DATE}. As an exempt employee, you will be paid on the 15th and the last day of each month at an annualized rate of {Base Pay Amount}.

Required (if applicable) - Supervisor Introduction
{Manager's Title} will serve as your immediate supervisor.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR The primary responsibilities of the position are to {ENTER-DUTIES}.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

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New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an
offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**

This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Temp Exempt without Benefits

**Required - Verbal Offer Confirmation - Temp Exempt without Benefits**

On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the temporary {University Job Title} in the {ENTER_DEPARTMENT_NAME}. This temporary appointment will begin on {Target Hire Date} and is anticipated to continue for {ENTER_NUMBER_OF_MONTHS}, [*note: must be between 6-12 months for Endowed OR 3-12 months for Contract College*], through {ENTER_END_DATE}. As an exempt employee, you will be paid on the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This appointment is not eligible for Cornell benefits.

**Required (if applicable) - Supervisor Introduction**

{Manager's Title} will serve as your immediate supervisor.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR The primary responsibilities of the position are to {ENTER-DUTIES}.

**Required - Contingent on Background Check**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required Health Protocols**

The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's [comprehensive vaccination program](https://hr.cornell.edu/covid/university-response/vaccination), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of [Cornell’s Vaccination Compliance Program](https://hr.cornell.edu/covid/university-response/vaccination) as well as the [university health and safety protocols](https://covid.cornell.edu/faculty-staff) for faculty and staff.

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.
Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

Required - External: NetID - I9 - Signature Line
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:
- Soon you will receive and email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.
To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Temp Non-Exempt with Benefits

**Required - Verbal Offer Confirmation - Temp Non-Exempt w/Benefits**

On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the temporary [University Job Title] in the [ENTER_DEPARTMENT_NAME]. You will normally be scheduled to work [Scheduled Weekly Hours] hours per week. This temporary appointment will begin on [Target Hire Date] and is anticipated to continue for [ENTER_NUMBER_OF_MONTHS], [*note: must be between 6-12 months], through [ENTER_END_DATE].

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of [Base Pay Amount]. You will normally be scheduled to work [Scheduled Weekly Hours] hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR The primary responsibilities of the position are to [ENTER_DUTIES].

**Required (if applicable) – Hours Variation**

Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work.

**Required - Contingent on Background Check**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**

Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf).

**Required (if applicable) - Endowed Benefits**

Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf).
Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell's Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State
as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

Required - External: NetID - I9 - Signature Line
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:
• Soon you will receive an email with information to help you activate your Cornell NetID.
• In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Temp Non-Exempt without Benefits

**Required - Verbal Offer Confirmation - Temp Non-Exempt without Benefits**

On behalf of Cornell University, I am delighted to confirm the terms of your appointment to the temporary (University Job Title) in the (ENTER_DEPARTMENT_NAME). You will normally be scheduled to work (Scheduled Weekly Hours) hours per week. This temporary appointment will begin on (Target Hire Date) and is anticipated to continue for (ENTER_NUMBER_OF_MONTHS), [*note: must be less than 6 months for Endowed, OR less than 3 months for Contract College], through (ENTER_END_DATE). This appointment is not eligible for Cornell benefits.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of (Base Pay Amount). You will normally be scheduled to work (Scheduled Weekly Hours) hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of $(Overtime Rate). If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change. OR The primary responsibilities of the position are to (ENTER_DUTIES).

**Required (if applicable) – Hours Variation**

Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work.

**Required - Temp/Casual Policy Reference**

Please be advised that in accordance with university Human Resource Policy 6.7.5, Temporary and Casual Appointments, appointment to a Temp/Casual position may be ended at any time, by either party, for any reason.

**Required - Contingent on Background Check**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required Health Protocols**

The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson &
Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact

Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship. To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Internal Non-Exempt

Required (if applicable) - Verbal Offer Confirmation - Non-Exempt
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) – Hours Variation
Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Internal-Same Benefits
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

Required (if applicable) - Internal-Change in Benefits
You will now be covered under the provisions of the Contract/Endowed benefits program. Please contact the HR Services and Transitions Center, 255-3936 or hrservices@cornell.edu to review the benefit offerings as well as discuss the enrollment process. In addition, please contact the Payroll Office 255-5194 or uco-payroll@cornell.edu to review any effects this change may have to your withholdings.
**Required (if applicable) - FLSA Change Non-Exempt Current Employee**
As an employee changing status from exempt to non-exempt, your payroll deductions for benefits and other plans will be based on 26 pay periods rather than 24 pay periods. You will continue to be eligible for the same Cornell endowed/contract college benefits. It is recommended that you contact the HR Services and Transitions Center at 255-3936 or hrservices@cornell.edu regarding this change to discuss any effects it may have on your health benefits.

**Required (if applicable) - Non-Disclosure and Property Rights**
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) {by mail or email} for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required (if applicable) - Contingent on Medical Examination**
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

**Required (if applicable) - Acknowledgment of Risk**
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at:
http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf. You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

**Required (if applicable) - Immunizations (Rabies/Hepatitis)**
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.
Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States \( X \) days a week and on-campus \( X \) days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) – Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

Required - Internal Signature Line
I look forward to a mutually rewarding employment experience for you, and it is my hope that you find this job exciting and rewarding. Should you have any questions regarding this offer, please do not hesitate to contact me.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
Internal Exempt

Required (if applicable) - Verbal Offer Confirmation - Exempt
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

Required (if applicable) - Supervisor Introduction
Manager, {Manager's Title} will serve as your immediate supervisor.

Required (if applicable) – Weekend/Holiday Work
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Internal-Same Benefits
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

Required (if applicable) - FLSA Change Exempt Current Employee
As an employee changing status from non-exempt to exempt, your payroll deductions for benefits and other plans will be based on 24 pay periods rather than 26 pay periods. You will continue to be eligible for the same Cornell endowed/contract college benefits. It is recommended that you contact the HR Services and Transitions Center at 255-3936 or hrservices@cornell.edu regarding this change to discuss any effects it may have on your health benefits.

Required (if applicable) - Non-Disclosure and Property Rights
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) {by mail or email} for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).
Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.
**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment **and the work cannot reasonably be provided from New York State by any employee** (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment **and the work cannot be performed in New York State by any employee**, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. **Your primary work location will remain Ithaca, NY.**

For more information about possible tax implications for those working remotely outside of New York State, please visit our [flexible work website](#).

**Required - Internal Signature Line**

I look forward to a mutually rewarding employment experience for you, and it is my hope that you find this job exciting and rewarding. Should you have any questions regarding this offer, please do not hesitate to contact me.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than \{INSERT_DATE\}.

Sincerely,

\{ENTER_SIGNATURE\}

\{ENTER_SIGNER_TITLE\}
Internal Non-Exempt Fixed Term

Required (if applicable) - Verbal Offer Confirmation - Non-Exempt
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required - Term Appointment Dates
As we discussed, the term of this appointment is {Target Hire Date} to {ENTER_END_DATE}. Employment in this position through the intended term is contingent on your successful performance and continued funding and [and department add other work-related contingencies, if any].

Required (if applicable) - Grant-funded
Your appointment is to a grant-funded position.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) - FLSA Change Non-Exempt Current Employee
As an employee changing status from exempt to non-exempt, your payroll deductions for benefits and other plans will be based on 26 pay periods rather than 24 pay periods. You will continue to be eligible for the same Cornell endowed/contract college benefits. It is recommended that you contact the HR Services and Transitions Center at 255-3936 or hrservices@cornell.edu regarding this change to discuss any effects it may have on your health benefits.
**Required (if applicable) - Internal-Same Benefits**
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

**Required (if applicable) - Internal-Change in Benefits**
You will now be covered under the provisions of the Contract/Endowed benefits program. Please contact the HR Services and Transitions Center, 255-3936 or hrservices@cornell.edu to review the benefit offerings as well as discuss the enrollment process. In addition, please contact the Payroll Office 255-5194 or uco-payroll@cornell.edu to review any effects this change may have to your withholdings.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Non-Disclosure and Property Rights**
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) by mail or email for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required (if applicable) - Contingent on Medical Examination**
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

**Required (if applicable) - Acknowledgment of Risk**
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.
Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.
I look forward to a mutually rewarding employment experience for you, and it is my hope that you find this job exciting and rewarding. Should you have any questions regarding this offer, please do not hesitate to contact me.

The University reserves the right to end this appointment consistent with university policies and procedures. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
Internal Exempt Fixed Term

Required (if applicable) - Verbal Offer Confirmation - Exempt
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

Required (if applicable) - Supervisor Introduction
Manager, {Manager's Title} will serve as your immediate supervisor.

Required (if applicable) – Weekend/Holiday Work
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required - Term Appointment Dates
As we discussed, the term of this appointment is {Target Hire Date} to {ENTER_END_DATE}. Employment in this position through the intended term is contingent on your successful performance and continued funding and [and department add other work-related contingencies, if any].

Required (if applicable) - Grant-funded
Your appointment is to a grant-funded position.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) - FLSA Change Exempt Current Employee
As an employee changing status from non-exempt to exempt, your payroll deductions for benefits and other plans will be based on 24 pay periods rather than 26 pay periods. You will continue to be eligible for the same Cornell endowed/contract college benefits. It is recommended that you contact the HR Services and Transitions Center at 255-3936 or hrservices@cornell.edu regarding this change to discuss any effects it may have on your health benefits.

Required (if applicable) - Internal-Same Benefits
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

Required (if applicable) - Internal-Change in Benefits
You will now be covered under the provisions of the Contract/Endowed benefits program. Please contact the HR Services and Transitions Center, 255-3936 or hrservices@cornell.edu to review the benefit offerings as well as discuss the enrollment process. In addition, please contact the Payroll Office 255-5194 or uco-payroll@cornell.edu to review any effects this change may have to your withholdings.
Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Non-Disclosure and Property Rights
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) by mail or email for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf. You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least (FILL IN DATE). We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.
**Required (if applicable) - Hybrid Remote**

This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment **and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State)**. There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment **and the work cannot be performed in New York State by any employee**, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. **Your primary work location will remain Ithaca, NY.**

For more information about possible tax implications for those working remotely outside of New York State, please visit our [flexible work website](#).

**Required - Internal Fixed Term Signature Line**

I look forward to a mutually rewarding employment experience for you, and it is my hope that you find this job exciting and rewarding. Should you have any questions regarding this offer, please do not hesitate to contact me.

The University reserves the right to end this appointment consistent with university policies and procedures. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
Temporary Employee to Regular

Required (if applicable) - Verbal Offer Confirmation - Exempt
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

Required (if applicable) - Supervisor Introduction
Manager, {Manager's Title} will serve as your immediate supervisor.

Required (if applicable) – Weekend/Holiday Work
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) - Verbal Offer Confirmation - Non-Exempt
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay. You will record your time at work and away in Workday.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.
Required (if applicable) - Vacation Accrual - Temp to Regular
When an employee changes from temporary to regular employment status with no break in service, vacation accruals are retroactive to the employee’s original hire date in accordance with the accrual charts in the Vacation Policy.

Required (if applicable) - Probationary Period Non-Exempt
The first 90 days of your employment is a probationary period during which you and your supervisor can evaluate the suitability of this placement [or: work situation]. We encourage you to use this time to discuss issues and questions with your supervisor. If your employment ends during the probationary period, you will not have recourse to Cornell’s grievance procedure.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required (if applicable) - Non-Disclosure and Property Rights
Cornell requires that you sign non-disclosure and property rights agreements. I have sent the form(s) {by mail or email} for your review and signature (for non-academic staff required to sign, this form has to be completed in hard copy; it can be emailed, mailed, or given to employee to sign on their first day).

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.
Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate
work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - Internal Signature Line**

I look forward to a mutually rewarding employment experience for you, and it is my hope that you find this job exciting and rewarding. Should you have any questions regarding this offer, please do not hesitate to contact me.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
Residence Hall Offer

**Required (if applicable) - Verbal Offer Confirmation - Exempt**

On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position, Level {Compensation Grade}, with the {Department/Office of}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime. This position is a three-year term appointment with the potential to be renewed for an additional one to three years. The initial term of this appointment is {Target Hire Date} to {End Employment Date}. Renewal of this position through the second term is contingent on successful performance of the outlined role and responsibilities, continued funding, and available work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview but may be modified as our objectives and mission change.

**Required (if applicable) - Supervisor Introduction**

Manager, {Manager's Title} will serve as your immediate supervisor.

**Required (if applicable) - Bonus**

In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

**Required (if applicable) Relocation Repayment**

You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

**Required - Contingent on Background Check**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**

Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

**Required (if applicable) - Endowed Benefits**

Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.
Required - Resident Hall Director
Live-in staff Required Language ALL (if applicable)
To fulfill the responsibilities of your position, you will be provided a furnished on-campus apartment, a parking permit, and basic local telephone service and utilities, except for cable television service. Further details related to expectations of these roles are included separately in the “Terms and conditions for live-in faculty and staff” that you will need to familiarize yourself with.

Live-in reassignment language (if applicable)
As an Residence Hall Director, due to the unique nature of this live-in staff position, Cornell reserves the right to assign you to any of our residential communities and to relocate you to the appropriate apartment to serve your assigned community according to the dictates of changing program and business needs.

Live-in Meal Plan language (if applicable)
In addition to living on campus, you will be provided with a House Meal Plan with the following guidelines. The House Assistant Dean and his/her spouse/partner will have meal plans with unlimited access to West Campus House System dining rooms during the academic year for the purpose of eating with students and/or being available to students during meal periods. HADs may "swipe in" students and guests for programmatic purposes. The children of HADs through high school graduation will have access to the West Campus House System dining rooms at no cost to the House Assistant Dean. The meal plans have no Big Red Bucks and cannot be used to "swipe in" other individuals. House Assistant Deans can "swipe in" their non-dependent children in for occasional meals during the academic year.
OR
In addition to living on campus, you will receive a maximum of $1450 in Big Red Bucks (a dining debit plan) for each academic year, for the purpose of dining with students, staff, and other work-related commitments. This declining balance allocation is to be used proportionally throughout the academic year.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).
If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States \( X \) days a week and on-campus \( X \) days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External: NetID - I9 - Signature Line**
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.
Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}

cc: Human Resources
Cornell University Health Services

**Required (if applicable) - Verbal Offer Confirmation - Exempt**

On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

**Required (if applicable) - Supervisor Introduction**

Manager, {Manager's Title} will serve as your immediate supervisor.

**Required (if applicable) – Weekend/Holiday Work**

This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

**Required (if applicable) - Verbal Offer Confirmation - Non-Exempt**

On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**

Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Your scheduled hours may vary based on business needs. This position may require weekend, overtime, or holiday work. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

**Required (if applicable) - Contingent on Background Check & Medical Credentialing**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check and medical credentialing. You will receive an email titled "Request For Background Check-Cornell University" that will contain instructions and a link to complete the verification. Cornell uses Sterling as a vendor to conduct the verification. In addition, you will receive communication from our medical credentialist in the next few days regarding the medical credentialing.
Required (if applicable) - UHS-Switch to Pay Over 12
Your appointment is {ENTER_NUMBER_OF_MONTHS} position, and your actual salary is ${ENTER_OFFER_PAY}. This is equivalent to an annualized rate of {ENTER_ANNUALIZED_SALARY}. For the remainder of the current fiscal year (through June 30, {ENTER_YEAR}), you will be paid at the annualized rate. We can discuss paying you over 12 months effective July 1 {ENTER_YEAR}. You will be paid on the 15th and the last day of each month.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${(Allowance Plan)} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to ${(Allowance Plan)} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link:

Required - Probationary Period
The first 90 days of your employment is a probationary period during which you and your supervisor can evaluate the suitability of this placement [or: work situation]. We encourage you to use this time to discuss issues and questions with your supervisor. If your employment ends during the probationary period, you will not have recourse to Cornell’s grievance procedure.

Required - OSHA Training & Immunization Record
You will be scheduled for Occupational Health and Safety Administration (OSHA) training on your first day of employment. In addition, you will meet with a member of our Occupational Medicine department. Please provide a copy of your immunization record as noted on the enclosed letter.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson &
Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell's Vaccination Compliance Program ([https://hr.cornell.edu/covid/university-response/vaccination](https://hr.cornell.edu/covid/university-response/vaccination)) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact ([Insert Name of HR Representative with Email/Phone Number]) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Required (if applicable) - Verbal Offer Confirmation - Exempt
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

Required (if applicable) - Supervisor Introduction
Manager, {Manager's Title} will serve as your immediate supervisor.

Required (if applicable) – Weekend/Holiday Work
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) - UHS-Switch to Pay Over 12
Your appointment is {ENTER_NUMBER_OF_MONTHS} position, and your actual salary is ${ENTER_OFFER_PAY}. This is equivalent to an annualized rate of {ENTER_ANNUALIZED_SALARY}. For the remainder of the current fiscal year (through June 30, {ENTER_YEAR}), you will be paid at the annualized rate. We can discuss paying you over 12 months effective July 1 {ENTER_YEAR}. You will be paid on the 15th and the last day of each month.

Required (if applicable) - Bonus
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${(Allowance Plan) (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) Relocation Repayment
You will receive up to {Allowance Plan) for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link:
**Required - Physician Benefits**
There are also certain benefits accorded to the medical staff at Cornell Health:
1. Payment of all medical licensing fees
2. Payment of county and state medical society dues
3. Payment of costs associated with CMC medical staff privileging
4. Payment of dues in one professional organization
5. University-provided professional liability coverage for university-related professional activities
6. A continuing medical education benefit of ${ENTER_AMOUNT} and {ENTER_DAYS} days of paid leave annually
Additional funds are available for conferences deemed a priority by the Executive Director.

**Required (if applicable) - Contingent on Background Check & Medical Credentialing**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check and medical credentialing. You will receive an email titled "Request For Background Check-Cornell University" that will contain instructions and a link to complete the verification. Cornell uses Sterling as a vendor to conduct the verification. In addition, you will receive communication from our medical credentialist in the next few days regarding the medical credentialing.

**Required - OSHA Training & Immunization Record**
You will be scheduled for Occupational Health and Safety Administration (OSHA) training on your first day of employment. In addition, you will meet with a member of our Occupational Medicine department. Please provide a copy of your immunization record as noted on the enclosed letter.

**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell's Vaccination Compliance Program ([https://hr.cornell.edu/covid/university-response/vaccination](https://hr.cornell.edu/covid/university-response/vaccination)) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff/)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to
complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**

This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**

This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

**Required - External: NetID - I9 - Signature Line**

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.
Below are some additional items for your information and follow-up:

- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Librarian Offer

Required - Verbal Offer Confirmation - Librarians
On behalf of Cornell University, I am delighted to confirm our offer to appoint you as a {University Job Title} in the {ENTER_UNIT_NAME} Library at Cornell University and to extend a warm welcome to you. We are looking forward to having you as a colleague.

Your initial appointment will be at the rank of {ENTER_RANK} Librarian for a one-year period beginning {Target Hire Date} through {ENTER_END_DATE}. Based on a satisfactory recommendation from your department head, you will be reappointed for a two-year term through {ENTER _2_YR_END_DATE}.

All employees are expected to meet the changing needs of the library as well as remain flexible to the changes in job responsibilities. Your employment is contingent on satisfactory performance, programmatic needs, and available funds. Your salary in this position will be Base Pay Proposed - Amount per year, payable bimonthly. You will receive up to ${Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required - Librarian Appointment/Promotion
You can find copies of the Cornell University Library's Procedure #13, Appointment and Promotion of Librarians, and Procedure #28, Evaluation Procedures for Academic Staff (https://confluence.cornell.edu/display/libhumres/Academic+HR). These documents explain the terms and conditions of appointment, and the procedures for review and promotion of librarians. You will also be required to complete the Inventions and Related Property Rights Assignment (IRPRA) form https://www.dfa.cornell.edu/tools-library/policies/inventions-and-related-property-rights as a condition of academic employment. If you have any questions about this documentation or your appointment please contact Lyndsi Prignon, Director of Library Human Resources (at 607-255-9560 or lra8@cornell.edu).
**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's [comprehensive vaccination program](https://hr.cornell.edu/covid/university-response/vaccination), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of [Cornell’s Vaccination Compliance Program](https://hr.cornell.edu/covid/university-response/vaccination) as well as the [university health and safety protocols](https://covid.cornell.edu/faculty-staff/) for faculty and staff.

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact [Insert Name of HR Representative with Email/Phone Number] as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required (if applicable) - Hybrid Remote**
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

**Required (if applicable) - Remote**
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.
Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

Required - Librarian Closing
{Candidate’s Name}, we look forward to your arrival on campus. The experience, knowledge and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

The university reserves the right to end this appointment consistent with university policies and procedures. To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}. By indicating your acceptance, you are also acknowledging that you are not eligible for overtime pay.

Sincerely,

Gerald R. Beasley
Carl A. Kroch University Librarian

cc. {ENTER_SUPERVISORS_NAME}
{ENTER_DEPARTMENT_HEAD}
Library Human Resources
Athletics Offer

**Required (if applicable) - Verbal Offer Confirmation - Exempt**
On behalf of Cornell University, I am delighted to confirm our recent verbal offer for the {University Job Title} position with the {Department/Office of}. We look forward to greeting you when you begin on {Target Hire Date}. Your pay dates will be the 15th and the last day of each month at an annualized rate of {Base Pay Amount}. This exempt position is not eligible for overtime.

**Required (if applicable) - Supervisor Introduction**
Manager, {Manager's Title} will serve as your immediate supervisor.

**Required (if applicable) – Weekend/Holiday Work**
This position may require weekend or holiday work.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

**Required (if applicable) - Bonus**
In addition to your base salary, Cornell is pleased to provide you with an {ENTER_BONUS_TYPE} bonus of ${Allowance Plan} (minus applicable taxes). You will be required to refund to Cornell this bonus if you voluntarily terminate your employment within twelve months of your start date.

**Required (if applicable) Relocation Repayment**
You will receive up to {Allowance Plan} for relocation expenses. Please be aware that you will be responsible for any taxable portion of this relocation allowance, and that you will be required to refund to Cornell a prorated portion of the relocation allowance if you voluntarily terminate your employment within twelve months of your start date.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Endowed Benefits**
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

**Required - Working at Discretion of Head Coach**
All of the assistant coaching positions in the Department of Athletics and Physical Education serve at the discretion of the head coach and the athletic director or their designee. In addition, in the event a new head coach is hired you will be invited to interview for the position of assistant coach. If you are not retained by the new head coach you will receive a severance payment of at least two months’ pay.
**Required - NCAA Test**
You must successfully complete the NCAA certification test for permissible recruiters for {20XX-XX}. If you have already completed this requirement, you must provide verification to our Senior Associate Athletic Director for Compliance.

**Required - Coaches Only Vacation**
Cornell offers a generous vacation benefit to provide staff time away for rest and renewal. I encourage you to utilize your vacation accruals throughout your appointment; you are ineligible for a lump sum vacation payout when you separate from this position. Any vacation balance remaining at the end of employment will be forfeited. (Refer to Policy 6.9, Time Away From Work, Vacation).

**Required - Coaches-Other Duties**
In addition to your coaching responsibilities you will also be assigned other duties as determined by the athletic director.

**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell's Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.
Required (if applicable) - Hybrid Remote
This hybrid position is located in Ithaca, New York. You will typically be asked to perform this role remotely at a location in the United States X days a week and on-campus X days a week. The specifics of this arrangement will be reviewed with you when you begin the position.

The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Required (if applicable) - Remote
This position may be performed at a remote location of your choice within the United States. The New York Convenience of employer guidelines require New York State individual tax reporting and withholdings for this position. Additional individual state income tax filings may also be required if working temporarily outside New York State.

Cornell is required under New York State law to report wages and withhold New York tax for all workers unless the employer explicitly requires the employee to work in a specific out of state location to perform the job as a condition of employment and the work cannot reasonably be provided from New York State by any employee (e.g., due to there being special facilities/equipment in the residence state that cannot be made available in New York State). There are two levels of state withholding – residence and work state. Unless you are determined to work outside of New York State as a required condition of employment and the work cannot be performed in New York State by any employee, your work address will remain Ithaca, NY and must remain so in Workday; an alternate work address should not be entered as an override. Your residence state will be determined by your home address. Your primary work location will remain Ithaca, NY.

For more information about possible tax implications for those working remotely outside of New York State, please visit our flexible work website.

Required - External: NetID - I9 - Signature Line
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:

- Soon you will receive and email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.
This letter is not intended to create a contract nor constitute a promise or guarantee of continuing employment; you or Cornell may end the relationship at any time. Your signature indicates your acceptance of this position, and your acknowledgment that this is an at-will employment relationship.

To confirm your acceptance of this offer, please check the box on the “Review” screen in your account soon as possible (or by a specific date).

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
cc: Human Resources
Cornell University Police

Required - Verbal Offer Confirmation - Cornell University Police
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

Required - Cornell University Police Union
As a non-exempt employee, you will be paid the hourly rate of {Base Pay Amount}, you will be paid on a biweekly basis every other Thursday. This non-exempt position is covered under the collective bargaining agreement between Cornell University and the Cornell Police Union. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one half times your regular rate according to the terms of the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract which can be obtained online here: https://www.hr.cornell.edu/policies/contracts/.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required (if applicable) - Cornell Police Academy Training
Cornell is pleased to make a substantial investment in you by paying for your academy training and police equipment. In return, we expect that you will make a commitment to remain employed with the Cornell Police for a minimum of three (3) years after you graduate from the academy. If you voluntarily leave Cornell employment at any time before the end of that three (3) year period you may be obligated to reimburse Cornell for the cost of the academy and equipment.

Required - Contingencies & Background Check-Patrol Officer
Consistent with Cornell’s practice, appointment to this position requires the successful completion and passing of a physical exam, a psychological test, a complete background check, (including education, credit, criminal history, employment history and references) and your meeting of the academy minimum entry-level physical standards for a Patrol Officer candidate, as stipulated by Cornell prior to employment. Once these conditions are met we will work with you to set a start date.
**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program ([https://hr.cornell.edu/covid/university-response/vaccination](https://hr.cornell.edu/covid/university-response/vaccination)) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff/)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required - Cornell Police Closing**
I look forward to a mutually rewarding employment experience for you here at the Cornell Police. It is my hope that you will find this job exciting and rewarding.

To confirm your acceptance of this offer, please check the box on the “Review“ screen within your account no later than {INSERT_DATE}.

Sincerely,

David M. Honan
Chief of Cornell University Police
Telecommunications Officer (Cornell Police)

Required - Verbal Offer Confirmation - Cornell University Police
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

Required - Cornell University Police Union
As a non-exempt employee, you will be paid the hourly rate of {Base Pay Amount}, you will be paid on a biweekly basis every other Thursday. This non-exempt position is covered under the collective bargaining agreement between Cornell University and the Cornell Police Union. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one half times your regular rate according to the terms of the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract which can be obtained online here: https://www.hr.cornell.edu/policies/contracts/.

Required (if applicable) - Endowed Benefits
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Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.

Required - Contingencies & Background Check-Telecommunications Officer
This offer of employment is made contingent on your successful completion of a background check, which includes education, credit, criminal history, employment history and references and your successful completion of audio and visual testing.

The dress policy is neat and appropriate work clothing and footwear.

Required - I-9
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.
**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university’s comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program ([https://hr.cornell.edu/covid/university-response/vaccination](https://hr.cornell.edu/covid/university-response/vaccination)) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff/)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required - Cornell Police Closing**
I look forward to a mutually rewarding employment experience for you here at the Cornell Police. It is my hope that you will find this job exciting and rewarding.

To confirm your acceptance of this offer, please check the box on the “Review” screen within your account no later than {INSERT_DATE}.

Sincerely,

David M. Honan
Chief of Cornell University Police
Building Trades Council

**Required - Verbal Offer Confirmation - Building Trades Council**
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**
Manager {Manager's Title} will serve as your immediate supervisor.

**Required - Building Trades Council**
As a non-exempt employee, you will be paid the hourly rate of {Base Pay Amount}. You will be paid on a biweekly basis every other Thursday. This position is covered under the collective bargaining agreement between Cornell University and Tompkins-Cortland Counties Building Trades Council (BTC). Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one-half your regular rate. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/) or in hard copy a Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY 14850; 607-255-4652.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf).

**Required (if applicable) - Endowed Benefits**
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).
Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell's Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required - Offer Signature
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
Communication Workers of America

**Required - Verbal Offer Confirmation - Communication Workers of America**
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**
Manager {Manager's Title} will serve as your immediate supervisor.

**Required - Communication Workers of America (if Non-Exempt)**
This non-exempt position is covered under the collective bargaining agreement between Cornell University and the Communication Workers of America (CWA). You will be paid on a biweekly basis every other Thursday. Your hourly rate will be {Base Pay Amount}. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one-half times your regular rate pursuant to the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/), or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY; 607-255-4652.

**Required - Communication Workers of America (if Exempt)**
This exempt position is covered under the collective bargaining agreement between Cornell University and the Communication Workers of America (CWA). Your annual salary will be Base Pay Proposed - Amount. Future increases to your hourly rate will be in accordance with the contract; as an exempt employee you are not eligible for overtime. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/), or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY; 607-255-4652.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.
Required - I-9
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required - Offer Signature
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
International Union of Operating Engineers

Required - Verbal Offer Confirmation - International Union of Operating Engineers
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

Required - International Union of Operating Engineers Contract
This non-exempt position is covered under the collective bargaining agreement between Cornell University and the International Union of Operating Engineers (IUOE). Your hourly rate will be {Base Pay Amount}. You will be paid on a biweekly basis every other Thursday. Future increases to your hourly rate will be in accordance with the contract; you will be paid overtime at one and one-half times your regular rate pursuant to the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract which can be obtained online at: http://hr.cornell.edu/policies/contracts/ or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY; 607-255-4652.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required - I-9
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to...
have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required - Offer Signature

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
Security, Police and Fire Professionals

**Required - Verbal Offer Confirmation - Security, Police and Fire Professionals of America (SPFPA)**
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**
Manager {Manager's Title} will serve as your immediate supervisor.

**Required - Security, Police and Fire Professionals of America (SPFPA)**
This position is covered under the under the collective bargaining agreement between Cornell University and the International Security, Police, and Fire Professionals of America (SPFPA). You will be paid on a biweekly basis every other Thursday. Your hourly rate will be {Base Pay Amount} an hour. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one-half your regular rate pursuant to the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/) or in hard copy a Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY 14850; 607-255-4652.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Endowed Benefits**
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).
**Required Health Protocols**
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university’s comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

**Required - Offer Signature**
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
United Auto Workers

Required (if applicable) - Verbal Offer Confirmation – United Auto Workers
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

Required (if applicable) – Variable Schedule
Please note, this position may require weekend, holiday, and/or overtime work. Please understand that this position may require a variable schedule – work schedules and locations are subject to change based on business needs and changes will be posted or given to you by your supervisor.

Required - UAW Contract
This non-exempt position is covered under the collective bargaining agreement between Cornell University and United Auto Workers Local 2300 (UAW). The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: http://hr.cornell.edu/policies/contracts/ or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY, 607-255-4652.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Contract College Benefits
Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf.
Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link:

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at:
http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf. You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.
Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required - Offer Signature
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:
- Soon you will receive an email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
United Auto Workers Temp to Regular

**Required (if applicable) - Verbal Offer Confirmation – United Auto Workers**

On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title for Offer position}, Level {Compensation Grade}, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**

Manager {Manager's Title} will serve as your immediate supervisor.

As a non-exempt employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of Base Pay Proposed - Amount. You will normally be scheduled to work {Scheduled Weekly Hours} hours per week. Cornell pays overtime on all hours paid over 40 per workweek. If applicable, you will be paid overtime at the rate of ${Overtime Rate}. If you have two or more non-exempt appointments at Cornell your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

The duties and responsibilities of the position are outlined in the position description that was reviewed during your interview, but may be modified as our objectives and mission change.

**Required (if applicable) – Variable Schedule**

Please note, this position may require weekend, holiday, and/or overtime work. Please understand that this position may require a variable schedule – work schedules and locations are subject to change based on business needs and changes will be posted or given to you by your supervisor.

**Required - UAW Contract**

This non-exempt position is covered under the collective bargaining agreement between Cornell University and United Auto Workers Local 2300 (UAW). The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/) or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY, 607-255-4652.

**Required - Contingent on Background Check**

Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Contract College Benefits**

Cornell University offers a generous benefits package, and wonderful educational, social, and recreational opportunities. Your coverage becomes effective on your 57th day of employment. For information about the Contract College benefits for which you are eligible, please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_cc.pdf).
Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link:

Required (if applicable) - Internal-Same Benefits
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

Required (if applicable) - Internal-Change in Benefits
You will now be covered under the provisions of the Contract/Endowed benefits program. Please contact the HR Services and Transitions Center, 255-3936 or hrservices@cornell.edu to review the benefit offerings as well as discuss the enrollment process. In addition, please contact the Payroll Office 255-5194 or uco-payroll@cornell.edu to review any effects this change may have to your withholdings.

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

Required (if applicable) - Contingent on Medical Examination
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

Required (if applicable) - Immunizations (Rabies/Hepatitis)
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.
Required (if applicable) - Acknowledgment of Risk
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

Required - Offer Signature
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

Below are some additional items for your information and follow-up:
- Soon you will receive and email with information to help you activate your Cornell NetID.
- In addition, you will receive an email about scheduling and preparing for your onboarding appointment. As part of this appointment, you must personally present original documentation that establishes your identity and employment eligibility. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
United Auto Workers (Tipped Employees Hotel)

Required - Verbal Offer Confirmation - Non-Exempt Tipped Employees
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

Required (if applicable) - Supervisor Introduction
Manager {Manager's Title} will serve as your immediate supervisor.

Required - Non-Exempt, Tipped Employees
This non-exempt position is covered under the collective bargaining agreement between Cornell University and United Auto Workers Local 2300 (UAW). You will be paid on a biweekly basis every other Thursday. Your hourly rate will be {Base Pay Amount} an hour. You may also receive discretionary tips from our guests. These tips must be reported for distribution and tax purposes. Paid leaves, e.g., vacation, sick, holidays, will be paid at the base rate. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one-half your regular rate pursuant to the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: http://hr.cornell.edu/policies/contracts/ or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY, 607-255-4652.

Required - Contingent on Background Check
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

Required (if applicable) - Endowed Benefits
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf.

Required (if applicable) - Internal-Same Benefits
You will continue to be covered under the provisions of the Contract/Endowed benefits program.

Required (if applicable) - Internal-Change in Benefits
You will now be covered under the provisions of the Contract/Endowed benefits program. Please contact the HR Services and Transitions Center, 255-3936 or hrservices@cornell.edu to review the benefit offerings as well as discuss the enrollment process. In addition, please contact the Payroll Office 255-5194 or uco-payroll@cornell.edu to review any effects this change may have to your withholdings.

Required (if applicable) - Drug and Alcohol Testing
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.
Required - I-9
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

Required Health Protocols
The health and well-being of our workforce and our community is of the utmost importance to us at Cornell.

As part of the university's comprehensive vaccination program, all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If your vaccination is not complete or information is not received by your start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn.

Please carefully review the details of Cornell’s Vaccination Compliance Program (https://hr.cornell.edu/covid/university-response/vaccination) as well as the university health and safety protocols for faculty and staff (https://covid.cornell.edu/faculty-staff/).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to complete, stating that you understand and will comply with the requirements of the Vaccination Compliance Program and university health and safety protocols.

Required - Offer Signature
I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}
{ENTER_SIGNER_TITLE}
Teamsters

**Required - Verbal Offer Confirmation - Teamsters**
On behalf of Cornell University, I am delighted to confirm our recent offer to you of the {University Job Title} position, with {ENTER_DEPARTMENT_NAME} effective {Target Hire Date}.

**Required (if applicable) - Supervisor Introduction**
Manager {Manager's Title} will serve as your immediate supervisor.

**Required - Teamsters Contract**
This non-exempt position is covered under the collective bargaining agreement between Cornell University and Teamsters, Local 317 (Teamsters). You will be paid on a biweekly basis every other Thursday. Your hourly rate will be {Base Pay Amount} an hour. Future increases to your hourly rate will be in accordance with the contract; overtime will be paid at one and one-half your regular rate pursuant to the collective bargaining agreement. The contract also specifies your probationary period. Please familiarize yourself with the contract, which can be obtained online at: [http://hr.cornell.edu/policies/contracts/](http://hr.cornell.edu/policies/contracts/) or in hard copy by contacting Workforce Policy and Labor Relations, 391 Pine Tree Road, Ithaca, NY, 607-255-4652.

**Required - Contingent on Background Check**
Consistent with Cornell’s practice, appointment to this position requires the successful completion of a background check. You will receive an email from our current vendor, Sterling, with directions to start the background check process.

**Required (if applicable) - Endowed Benefits**
Cornell University offers a generous benefits package and wonderful educational, social, and recreational opportunities. For information about the Endowed benefits for which you are eligible please use this link: [https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf](https://hr.cornell.edu/sites/default/files/documents/new_emp_ben_guide_endw.pdf).

**Required (if applicable) - Drug and Alcohol Testing**
As a condition of your employment in a safety-sensitive function, you will be required to maintain a Department of Transportation driver file, enroll in Cornell’s drug and alcohol testing program, and complete a pre-employment drug and alcohol test with negative results. The hiring supervisor will provide you with complete program and test instructions.

**Required (if applicable) - Contingent on Medical Examination**
This offer is contingent upon the successful completion of a medical examination and/or proof of appropriate immunizations.

**Required (if applicable) - Acknowledgment of Risk**
In this position, there is a risk of exposure to rabies. Information about the disease and the associated risks may be found at: [http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf](http://www.nyhealth.gov/diseases/communicable/rabies/docs/fact_sheet.pdf). You are required to follow all instructions provided by your supervisor to reduce your risk for contracting this disease, such as attending training programs and relevant meetings, following written procedures, using protective
equipment provided to you, and any other safety procedures required by your supervisor. Failure to follow these instructions will result in disciplinary action up to and including termination. Cornell has no control over the supply of the rabies vaccine. In the event you are due for the pre-exposure vaccine at a time when there is a national shortage, we will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department. Post-exposure vaccine is available at this time. OR <At this time there is a national shortage, therefore the pre-exposure vaccine is not and will not be available until at least {FILL IN DATE}. We will provide you with the pre-exposure vaccine as soon as it is available, and the costs will be covered by the department.> Your acceptance of this offer is acknowledgment of receipt of this information and acceptance of the conditions outlined above.

**Required (if applicable) - Immunizations (Rabies/Hepatitis)**
In this position there is a risk of exposure to rabies. This offer is contingent upon you either providing proof that you have had the rabies vaccine or obtaining it upon the start of your employment. Cornell will provide the vaccination when it is available, and the cost will be covered by your department. To schedule an appointment or receive instructions on providing proof of prior vaccination, please contact the Office of Occupational Medicine, Cornell Health, at 607-255-6960.

**Required - I-9**
Part of your appointment process is the verification of your identity and employment eligibility. You must personally present original documentation to establish your identity and employment eligibility when you meet with a representative from Cornell. For a List of Acceptable Documents that can be used, please visit [https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).

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Please carefully review the details of Cornell's Vaccination Compliance Program ([https://hr.cornell.edu/covid/university-response/vaccination](https://hr.cornell.edu/covid/university-response/vaccination)) as well as the university health and safety protocols for faculty and staff ([https://covid.cornell.edu/faculty-staff/](https://covid.cornell.edu/faculty-staff/)).

If you have any questions about the vaccination compliance program, including exemptions, or other obligations, please contact (Insert Name of HR Representative with Email/Phone Number) as soon as possible. Once you are hired you will have two new Onboarding tasks, each with a formal attestation to
Required - Offer Signature

I am pleased that you will be joining our team and expect a mutually rewarding association. The experience, knowledge, and skills you will bring to your new role are impressive and valuable. I look forward to your formal acceptance of this position. Should you have any questions regarding this offer, please do not hesitate to contact me.

To confirm your acceptance of this offer, please check the box on the "Review" screen within your account no later than {INSERT_DATE}.

Sincerely,

{ENTER_SIGNATURE}

{ENTER_SIGNER_TITLE}
Dear [Applicant]:

On behalf of Cornell Cooperative Extension of [ENTER_COUNTY_NAME], I am pleased to offer you the position of [Requisition.Business_Title] effective [Offer.Start Date]. This position will report to [Requisition.Manager].

This position, at all times, is an ‘at will’ appointment and is at the pleasure of the Association Board of Directors and subject to the ongoing needs for the position, job performance, and the availability of funding.

This is a [Requisition.Time_type], benefits eligible position. [Requisition.Pay_Rate_Type] compensation for this position will be made on a Semi-Monthly basis in the amount of [Offer.Compensation] annually. Your earnings will be subject to withholding of state and federal taxes, retirement, and other benefits, which you may elect.

The offer is contingent upon the successful passing of a pre-employment background check. Information, including a consent form, and a summary of your rights under the Fair Credit Reporting Act are included with this letter.

If you have any questions regarding this appointment, please contact [Requisition.Primary_Recruiter] at [Requisition.Primary_Recruiter_Phone_Number] or via email at: [Requisition.Primary_Recruiter_Email].

Please indicate your acceptance of this offer by signing and returning a copy of this letter.

Sincerely,
[ENTER.Executive Director or Delegate]
[ENTER.Title]

I accept employment as [Requisition.Business_Title] at Cornell Cooperative Extension of [ENTER_COUNTY_NAME] County, as outlined in the job description. In addition, I acknowledge that I have been notified of my start date, rate of pay and pay frequency. I understand that employment is contingent upon results of my background check and verification of all information provided in my application and/or resume.

__________________________
Signature

__________________________
Date
Dear [Applicant]:

On behalf of Cornell Cooperative Extension of [ENTER_COUNTY_NAME], I am pleased to offer you the position of Requisition.Business_Title] effective [Offer.Start Date]. This position will report to [Requisition.Manager].

This position, at all times, is an ‘at will’ appointment and is at the pleasure of the Association Board of Directors and subject to the ongoing needs for the position, job performance, and the availability of funding.

This is a [Requisition.Time_type], [Requisition.Scheduled_Weekly_Hours] hours per week, benefits eligible position. [Requisition.Pay_Rate_Type] compensation for this position will be made on a [Requisition.Pay_Rate_Frequency] basis in the amount of [Offer.Compensation]/hour. Your earnings will be subject to withholding of state and federal taxes, retirement, and other benefits, which you may elect.

The offer is contingent upon the successful passing of a pre-employment background check. Information, including a consent form, and a summary of your rights under the Fair Credit Reporting Act are included with this letter.

If you have any questions regarding this appointment, please contact [Requisition.Primary_Recruiter] at [Requisition.Primary_Recruiter_Phone_Number] or via email at: [Requisition.Primary_Recruiter_Email].

Please indicate your acceptance of this offer by signing and returning a copy of this letter.

Sincerely,
[Executive Director or Delegate]
[Title]

I Sincerely,
[ENTER.Executive Director or Delegate]
[ENTER.Title]

I accept employment as [Requisition.Business_Title] at Cornell Cooperative Extension of [ENTER_COUNTY_NAME] County, as outlined in the job description. In addition, I acknowledge that I have been notified of my start date, rate of pay and pay frequency. I understand that employment is contingent upon results of my background check and verification of all information provided in my application and/or resume.

______________________________
Signature

______________________________
Date