**[Department Letterhead]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

Congratulations, we are pleased to welcome you to join New Mexico State University.

The Department of **[Department Name]** would like to extend an offer of employment to you for the position of **[Position Title]**. This position is non-regular staff term appointment (Emergency Hire Only), not to exceed one (1) year and is benefit eligible. In this position, you will be employed at a **[FTE],** working approximately **[#]** hours per weekat **[$ Amount per hour/an annual salary of $ Amount]**. This position is **[nonexempt/exempt]** for purposes of federal wage-hour law.

Your employment will begin and will end no later than **[the last possible date for the employment period]** and is contingent upon funding and need as determined by the department. In the event your position is terminated prior to this date, you will be provided with a minimum notice of 24-hours. Staff Term Appointment (Emergency Hire Only) employees must sit out for 26 weeks in NMSU employment before being hired into a non-regular temporary position. There is no entitlement or expectation of continued employment beyond the employment period.

This position is eligible for all available NMSU benefits, for a complete list of available benefits, please visit [benefits.nmsu.edu/](file:///\\hrfs-p1\hr$\common\Employment\Forms_Letters\benefits.nmsu.edu\). To register for new employee orientation, please visit [neo.nmsu.edu/](http://neo.nmsu.edu/). New hires and newly benefit eligible employees must submit benefit enrollment/waiver forms within the first 31 days of initial benefit-eligible employment. If you miss your first opportunity to enroll in medical, dental, vision or flexible spending account benefits, your next opportunity will be during the next Open Enrollment period or within 31 days of a qualifying event. Other benefit plans may allow late enrollment but may be limited and proof of good health may be required.

If at any time you convert from a Term position to a Regular position with no break in service, you will not be considered a new hire for benefit eligibility. Non-regular term appointment employees accrue annual leave however, will forfeit all unused accrued leave on July 1, and upon termination of term appointment. (Administrative Rules and Procedures of NMSU 8.41 LOA-Annual and 8.43 LOA -Sick).

As a condition of employment within the New Mexico institutions of higher learning, eligible employees are required to contribute toward a defined benefit retirement plan administered by the New Mexico Educational Retirement Board (NMERB). For information regarding contributions, retirement eligibility and other details of this program please visit [www.nmerb.org](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nmerb.org&data=01%7C01%7Ccemartin%40nmsu.edu%7Cfa0a6c4eb6564e39ba6108d787e8ce18%7Ca3ec87a89fb84158ba8ff11bace1ebaa%7C1&sdata=Dl8JglTUeRLVEhRAKp%2BPSngz9Ie0E%2FzzqrYtS9G3ASQ%3D&reserved=0) and [benefits.nmsu.edu/retire/](https://benefits.nmsu.edu/retire/). NMERB retirees must provide a copy of their approved Return to Work Application prior to your start date.

NMSU is an EEO/AA Employer. This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check.

**I-9/E-Verify Guidelines [Follow the** [**I-9 Quick Guide**](https://hr.nmsu.edu/form-i_9-e_verify/) **to determine if I-9 is needed]**

Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

On [**date specified or on/before the first day of work for pay**], you must report to **[enter name and location address]** with your original [**acceptable documents**](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents#Acceptable%20Documents%20for%20I-9) to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.

Please note upon acceptance of this offer you will be receiving an electronic notification from HireRight Customer Support to complete the electronic Background Verification. The notification will include a web address, login, and password. The Background Verification will expire within 5 days of receipt of the notification.

We recommend you visit the NMSU website created for New Employees [hr.nmsu.edu/employment/new/](http://hr.nmsu.edu/employment/new/) and the Administrative Rules and Procedures of NMSU at [legal.nmsu.edu/](http://legal.nmsu.edu/) (See Rule 6.03 Employment Categories, 3.25 Discrimination, Harassment and Sexual Misconduct on Campus, 3.26 Gender Equity Policy and Statement of Principles, and 3.25-A Discrimination, Harassment and Sexual Misconduct on Campus).

This offer of employment is subject to the laws of the State of New Mexico and university policies. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

If you accept this offer of employment, please sign below and return this letter to us by .You may [**fax/scan]** the signed original offer to the attention of **[Name]** at **[Fax number/email address]**. If you have any questions, please contact at **[Phone Number]**.

Sincerely,

**[Offering Supervisor Name]**

**[Title]**

Enclosures: [Department may modify as needed] Form W-4, NMERB Form 42, NMERB Data Form, Benefit Enrollment/Waiver Form

**Notification of Acceptance**As indicated by my signature below, I accept employment at New Mexico State University under the conditions specified in the above letter of offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date