CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

I am delighted to formally extend you this offer of employment and am excited that you will become a valued member of our team. Columbia University is committed to attracting and retaining the best and brightest to support our mission of excellence in higher education and research. Accordingly, you are being offered the JOBWORKTYPE position of JOBTITLE within JOBDEPARTMENT, beginning on OFFERSTARTDATE or such other date as mutually agreed upon in writing. Your hourly rate is $OFFERBASE with an overtime rate of $ADDITIONALALLOWANCE1 paid on a bi-weekly basis.[[1]](#footnote-1) GENERIC\_GRANTFUNDED\_

Part-time officers scheduled less than twenty hours per week, are not eligible to participate in the Columbia University benefits except for the [Voluntary Retirement Savings Program (VRSP).](https://humanresources.columbia.edu/retirement) To learn more about the benefit offerings available to officers working more than 20 per week, visit the Human Resources website at <https://humanresources.columbia.edu/benefits>.

As a condition of your employment, please be sure to review the Important Compliance Information (which includes the I-9/Employment Eligibility Verification process, Pre-employment Background Check, and other compliance information) attached to your offer. Please also note that, absent a medical or a religious exemption, the University requires its students, faculty and staff to receive COVID-19 vaccination.

As an at-will employee, please be advised that there is no guarantee of your continued employment nor is it for any definite term, regardless of any other oral or written statement by any Columbia University Officer or representative. This at-will employment relationship will remain in full force and effect notwithstanding any changes in your position, title, compensation or other terms or conditions of your employment with the University, unless a written employment contract is entered into by an authorized human resources or legal representative of the University, or you become covered by a collective bargaining agreement which provides otherwise. After reading the additional information on the following pages, if you understand these terms, and accept our offer of employment, please acknowledge your acceptance on your Applicant Portal.

I look forward to our partnership and to your contributions as a member of our team. If you have any questions or if there is anything I can do to help you get started in your new role at Columbia University, my email is REPORTSTOEMAIL.

Sincerely,

REPORTSTOFNAME REPORTSTOLNAME

OFFERSUPPLEMENTARY\_TEXT06

**IMPORTANT COMPLIANCE INFORMATION**

**PRE-EMPLOYMENT BACKGROUND CHECK**

Your offer of employment is contingent upon the satisfactory outcome of a personal [background check](https://universitypolicies.columbia.edu/content/columbia-university-background-check-policy) which will consist of a criminal history search (including the 50 states sex offender registry), education and employment verification. Depending on the position, the background check may also include drug testing, motor vehicle search, finger printing and the ability to perform the required job duties, which shall include, where applicable, the ability to receive and disclose export-controlled technology consistent with applicable export control laws and regulations. The background check must be completed before commencing employment at the University. After your signed offer letter is received, you will be contacted by our background check vendor to answer questions. You will be notified when the background check is complete.

**FORM I-9/EMPLOYMENT ELIGIBILITY VERIFICATION**

Your employment is contingent upon verification of your identity and eligibility to work in the United States.  Newly hired or rehired employees are required to complete a Form I-9 in compliance with the Immigration Reform and Control Act of 1986 within the first three (3) working days and present valid, original documentation. Section one (1) of the I-9 must be completed online, no later than the first day of employment on the [Columbia University I-9 and E-Verify](https://humanresources.columbia.edu/I9-everify) page. Section two (2) must be completed in person using original and unexpired documents (electronic versions and photocopies are not allowed under the law). Instructions on how to schedule an appointment for completing section 2, either on campus or using the I-9 Anywhere service if you are working outside New York City can be found on the [University’s I-9 and E-Verify website](https://humanresources.columbia.edu/I9-everify).

**COVID-19 Compact**

All faculty, officers of research, students, and staff reporting to campus must comply with the basic public health protocols that define Columbia’s approach to protecting the safety of the community. These include the following, described in detail on the University COVID-19 website at <https://covid19.columbia.edu/>:

* Gateway testing
* Online Return-to-Work Training
* Proof of COVID-19 vaccination (or approved religious or medical exemption)
* Daily symptom self-check through the ReOpenCU app
* Participation in surveillance testing if and when the university implements an ongoing testing regimen
* Continued observance of all protocols including wearing face coverings, maintaining physical distance, etc.

Compliance with these measures is mandatory. Additional information about the vaccination requirement can be found [here](https://covid19.columbia.edu/content/faqs-regarding-covid-19-vaccination). The health of all depends upon our collective and ongoing commitment.

Columbia University is committed to operating with integrity and in full compliance with all applicable laws, regulations, and policies. The University does not tolerate retaliation against individuals who report compliance concerns. There are a number of resources available at the University to individuals who have a concern about unethical, illegal or suspicious behavior. We encourage you to visit the University's Compliance website: [compliance.columbia.edu](https://compliance.columbia.edu/) to familiarize yourself with University policies.

Maintaining a positive work environment and promoting a workplace free from discrimination and harassment supports the academic and research mission of the University by ensuring all members of our community can contribute to their fullest potential. As a condition of employment, you will be required to complete The New York Anti-Sexual Harassment training upon hire and every year thereafter in accordance with New York State and City Law. In addition, you will also be required to take Columbia’s Anti-Harassment, Discrimination and Title IX Training.

As a member of the National Collegiate Athletic Association (NCAA) and the Council of Ivy Group Presidents (Ivy League), the University requires all members of the community, in all matters related to the intercollegiate athletics program, exhibit the highest professional standards and ethical behavior with regard to adherence to NCAA, Conference, University, and Department of Intercollegiate Athletics and Physical Education rules and regulations.

All CUIMC faculty, staff, students, and other designated individuals at the University are required to complete HIPAA Privacy and Security Essentials training upon hire and annually thereafter to ensure continued vigilance in protecting our patient information.  After activating your UNI, you will be automatically registered to complete the course and will receive an email from Columbia’s Enterprise Learning Management system (columbia@sabacloud.com) with instructions.  This training must be completed within thirty (30) days of your employment.

1. For more information on the University’s payroll calendar, please refer to: [humanresources.columbia.edu/content/pay-resources](file:///C%3A%5CUsers%5Carr2173%5CDownloads%5Chumanresources.columbia.edu%5Ccontent%5Cpay-resources) [↑](#footnote-ref-1)