**SAMPLE CO-ADJUTANT APPOINTMENT LETTER**

I am pleased to offer you an appointment as a Co-adjutant, Job Code [*Insert job class code*]. You will be responsible for the duties listed below:

**School or College**: [*INSERT*]

**Department:** [*INSERT*]

**Term of Appointment:** [*INSERT APPOINTMENT BEGIN DATE AND END DATE*]

**Course Title:** [*INSERT COURSE AND COURSE #; IF PERSON IS NOT TEACHING, PLEASE NOTE N/A]*

**Number of Credits: [***INSERT NUMBER; IF PERSON IS NOT TEACHING, PLEASE NOTE N/A*]

**Average Number of Hours/Week: [***INSERT*]

**Salary:** [*INSERT*]

**Duties:** [*INSERT SPECIFIC RESPONSIBILITIES*]

**For New Employees:** The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. Therefore, this offer of employment is subject to your in-person presentation of proper documentation as required by law. Employment Eligibility Verification (Form I-9) is an online process, and all new employees must present the required documents to the employing department or authorized representative, in person, within three business days of your first day of employment. Also, you must complete Section I of the Form I-9 by your first day of employment. Accordingly, you will receive instructions to complete the Form I-9, and you may direct any questions to your contact listed below.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify.  E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.  In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe.  If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations.  For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

This offer of employment is contingent upon compliance with the University’s vaccination requirements. Under Policy 100.3.1, *Immunization Policy for Covered Individuals,* if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate’s offer of employment or disciplinary action up to and including termination. You will receive an email from [no-reply@ipo.rutgers.edu](mailto:no-reply@ipo.rutgers.edu) with instructions to upload your vaccination card and/or to apply for a medical or religious exemption, if applicable for your position.

All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/index.htm>, or you can seek assistance from your hiring department or Human Resources Representative.

For new hires to Rutgers University, we have compiled a New Employee Portal with information about the university, applicable employee onboarding links, and various forms that need to be completed. In some cases, the online training sessions and forms require you to activate your NetID, and training needs to be completed within a certain timeframe after joining the University. While it is not mandatory to review the information on the New Employee Portal prior to your official start date, we encourage employees to do so prior to starting employment in order to create an easy transition into the Rutgers workforce. The New Employee Portal can be found at: <https://uhr.rutgers.edu/talent-acquisition/new-employee-welcome>.

The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer or mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at <http://iam-ipo.rutgers.edu>.

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <https://www.nj.gov/labor/forms_pdfs/EmployerPosterPacket/MW-400.pdf>

This offer is contingent upon successful completion of all pre-employment screenings. You will receive an email from HireRight [noreply@hireright.com](mailto:noreply@hireright.com) with a link and instructions for you to submit your personal/employer information.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert name of a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records. I look forward to your association with Rutgers and the Department of [*Insert department/program*].

Sincerely,

Dean **[***Insert Name*]

I accept this offer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature Date

c: [*Department/Program*]