

Appointment Letter Requirements

Under the new Class 3 and Class 4 Employment policy, all Class 4 Casual, Class 4 Seasonal or Class 3 Short-term Temporary employees must be provided with an appointment letter defining the terms of their new appointment. Appointment letters are to be issued to all Class 3 and Class 4 new hires. Appointment letter templates have been created to assist hiring units with this process.

Please be advised that modifications should not be made to the language or content provided in the templates, as these templates have been reviewed and approved by the Office of Labor Relations and University Counsel.

Appointment letter templates for new Class 3 and Class 4 employees hired on or after January 1, 2012 are available at:

<http://uhr.rutgers.edu/class3andclass4/#LetterTemplates>.