

Support Staff

Dear _____:

I am pleased to offer you a position as _____ in the Department of _____ at Mississippi State University, beginning on (date). The salary rate for this position is \$ (per year) which will be paid semi-monthly.

While the position we are offering is normally a 40 hour per week job with the work week beginning at 12:01 AM on Sunday and ending at 12:00 midnight on the following Saturday, you may be asked to work overtime. If you are required to work overtime, you will be compensated with (overtime pay or compensatory time for hours worked beyond forty (40) during the work week) unless otherwise notified in writing.

As an employee, you are expected to comply with all federal and state laws, all policies of the Board of Trustees of State Institutions of Higher Learning and all University policies. This offer is also contingent upon your being a United States citizen or having lawful authorization to work in the United States. This offer will be withdrawn if you are not authorized to work at Mississippi State University by the beginning date indicated above. This letter of offer is not a contract or an offer of a contract. This offer is contingent upon successful completion of a criminal background screen. While every effort will be made to complete the background screen prior to your first day of work, you will be allowed to start work with continued employment contingent upon successful completion of the criminal background screen. (Please remove the previous two sentences regarding background screening if currently employed by MSU.)

Should you decide to accept this offer, please return a signed copy of this letter on or before (date).

Sincerely,

Name
Department Head

Approved:

Dean/Director, College/Division of _____

Offer Accepted: *(If funding for this position is through a grant or contract, add:)*

I agree to allow the sponsoring agency access to my employment records as it is relevant to the review or audit of the project. I understand continued employment is contingent upon the availability of funding.

Insert Name

Date

c: Department of Human Resources Management