

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 Class 4 employees being transitioned under the new policy, as well as for Class 3 and Class 4 new hires after the policy goes into effect on January 1, 2012. Appointment letter templates have been created to assist hiring units with this process.

The appointment letter templates to be used specifically for the transition of current Class 4 employees under the new policy are available at:

<http://uhr.rutgers.edu/class3andclass4/Class3andClass4-Transition.htm>

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>.