

Letter-of-Offer/Appointment Attachment

School of Education

Accommodations

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for disabled employees. If you need accommodations, please contact Sarah Gomez Rendon at sarah.gomezrendon@wisc.edu or Teri Engelke at teri.engelke@education.wisc.edu.

Benefits - UW

Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <http://www.ohr.wisc.edu/benefits/docs/new-employee-packet.pdf>.

Please note that many benefit plans (including health insurance) have a 30-day enrollment period.

Benefits – Federal Affordable Care Act

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is a new option for people to obtain health insurance.

If you have State Group Health Insurance through your employment at the UW, you do not need to enroll through the Marketplace or take any action, unless you choose to do so. Most UW employees will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

Marketplace Notice: [https://www.wisconsin.edu/ohrwd/download/aca\(3\)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf)

Detailed information about the Health Insurance Marketplace and options:

- FAQs, contacts, affordability and eligibility for Marketplace subsidies: <https://www.healthcare.gov/>
- UWSA website: <http://www.uwsa.edu/ohrwd/benefits/med/marketplace/>

Drug-Free Schools Act

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it--either for yourself or for someone you are concerned about. Please review the "UW-Madison Compliance with the Drug-Free Schools & Communities Act", which is provided to all employees as part of their orientation to the University community. This document can be found at: <http://eao.wisc.edu/policies-drug-free.htm>

Identification Card

As an employee of the University of Wisconsin-Madison, you are eligible to obtain a photo identification card. Although not required, the card entitles you to use the following: University Libraries and the Memorial Union. In addition, you may purchase a Recreation Access Fee for the Southeast Recreational Facility (SERF), the Natatorium/Gym Unit 2 facility, Nielsen Tennis Stadium and Camp Randall Sports Center (Shell). You are given priority and discounted court rates at Nielsen Tennis Stadium and receive a discounted membership at the Camp Randall Sports Center (Shell).

Information for International Visitors

U.S. taxation on the income of international visitors varies, based on immigration status, purpose of visit, length of visit and tax treaties. For further information, visit the website <http://www.ohr.wisc.edu/payroll/taxes.aspx>

Mandatory Reporting Requirement of Child Abuse and Neglect

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW-Madison employee, you are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur. If the abuse or neglect occurred in a University program, on campus, or involved a University employee, volunteer, or agent, you must also notify the Office for Equity and Diversity. EO 54 does not apply to employees whose job requires them to comply with the mandatory reporter requirements in Wis. Stats. s. 48.981. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA. For more information, please see the University of Wisconsin - Madison Office of Equity and Diversity website at: <http://www.oed.wisc.edu/childabuse/>."

Non-Discrimination

The University of Wisconsin-Madison does not discriminate in its employment practices on a variety of bases, including: age; ancestry; arrest record; color; conviction record; creed; cultural background; disability; ethnicity (specifically involving harassment by university employees); gender identity; gender expression; marital status; genetic testing; honesty testing; military obligations; national origin, pregnancy; race; religion; retaliation for making a complaint of discrimination or taking part in an investigation relating to discrimination; sex; sexual orientation; and use or nonuse of lawful products off the employer's premises during nonworking hours.

Information on how to file a complaint alleging discrimination, how to contact the campus Title IX and Americans with Disabilities Act Coordinators, and on nondiscrimination on the basis of sex in federally assisted programs is available through the Office of Equity and Diversity (OED) website at: <http://www.oed.wisc.edu/>. OED's main office is located in Room 179-A, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (Voice) (608) 263-2378, Wisconsin Telecommunications Relay Service: 7-1-1, Fax (608) 263-5562.

Overload

Overload compensation for UW-Madison employees for work done within the UW System typically may not exceed 20 percent of the employee's base appointment salary or \$18,000, whichever is greater. For work done outside the UW System, payments are subject to Wis. Stat. Ch.16.417(2). Employees who are employed or retained in a full-time position or capacity with an agency or authority may not earn more than \$12,000 additional compensation from a state agency during a calendar year. You need to be aware of this limitation and know that payments in excess of \$12,000 are subject to forfeiture. UW institutions are no longer defined as state agencies under this policy and are therefore not subject to this \$12,000 cap for work done within the UW System.

Work Authorization Documentation – I-9

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison's electronic I-9 system. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The website provides the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9: <https://www.uscis.gov/i-9-central/acceptable-documents>. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must present a receipt from a U.S. government agency for replacement document(s) within the three day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period.