Dept. letterhead

DATE

Name

Address

Dear Name:

I am pleased to extend an offer of employment for you to join [Department] as [Title] with an anticipated start date of [Date] or thereafter, depending on your availability and the status of research operations at Dartmouth. This offer is contingent upon your consent to and successful completion of a pre-employment background check with results acceptable to Dartmouth College.

Your salary will be $\_\_\_\_\_\_\_\_\_\_\_ per hour, or $\_\_\_\_\_\_\_\_\_\_\_ if annualized. As a Dartmouth College employee, you are eligible to participate in the College’s Dartflex benefits elections, to receive contributions by Dartmouth to a defined retirement contribution plan, subject to Dartmouth’s vesting requirements, and to receive such other benefits are provided to other full-time, non-exempt employees of the College in accordance with College policies and procedures relating to such benefits and subject to your payment of any applicable employee contributions. Information on Dartmouth’s benefits for non-exempt staff is available online at: <http://www.dartmouth.edu/~hrs/benefits/>.

[If located at DHMC Lebanon Campus] As your position is based in space located at the Lebanon site of Dartmouth-Hitchcock Medical Center (DHMC), we ask that you also please read and understand the information related to their policies governing professional responsibilities and behavior.

On or before your first day of employment, you will need to begin completing your employment eligibility verification I-9 form. You must complete and submit the I-9 within the first three days of your employment. Dartmouth is an e-verify employer. On or before your first day of work, you will need to complete Section 1 of the [Form I-9 online](https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=18361&Location=Dartmouth_College). On or before your third day of work, you will need to complete one of the following steps:

(Option 1) Meet in person with [Human Resources](https://goo.gl/maps/yHE1oUWGdPC63qd67) or a [Dartmouth College trained I-9 division representative](https://www.dartmouth.edu/hrs/pdfs/e-verify_rep_list.pdf) (pdf) to complete Section Two of the Form I-9. Employees must bring [acceptable original documents](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents) (no photocopies or scanned documents are accepted).

(Option 2) Employees who are working remotely within the United States during this global pandemic and cannot complete an I-9 in person in Hanover, NH must [request to complete an in-person I-9 elsewhere in the US](http://dartgo.org/remotei9request).

As a member of the Dartmouth College academic community, you will be expected to comply with Dartmouth’s rules and policies including, but not limited to, policies with respect to confidentiality, patents, copyright and other intellectual property rights, conflict of interest, institutional diversity & equity (IDE), and sexual respect. Please be aware, too, that all Dartmouth College employees are required to complete an online training module on sexual respect. Information on this module and other relevant information can be found at [https://sexual-respect.dartmouth.edu](https://sexual-respect.dartmouth.edu/).

You should be aware that as a member of the Geisel community, it is your responsibility to read, understand, and comply with certain Geisel and Dartmouth College policies, including without limitation:

* [Dartmouth’s Non-discrimination Policy](https://www.dartmouth.edu/ide/policies/gennondiscrim.html)
* [Dartmouth’s Sexual and Gender-Based Misconduct Policy and Procedures](https://sexual-respect.dartmouth.edu/compliance/dartmouth-sexual-and-gender-based-misconduct-policy-and-procedures)
* [Policy on Expectations for Professionalism for Faculty, Non-Faculty Academics, and Staff of the Geisel School of Medicine at Dartmouth](https://geiselmed.dartmouth.edu/oaa/policy-on-expectations-for-professionalism-for-faculty-non-faculty-academics-and-staff-of-the-geisel-school-of-medicine-at-dartmouth/)

Please be aware that, because of the Covid-19 pandemic, individuals moving to the Dartmouth area and/or working on Dartmouth property must adhere to current quarantine restrictions as determined by federal, state, and institutional guidelines (<https://news.dartmouth.edu/covid-19/important-updates>) and to current restrictions on campus research activities established by Dartmouth College and by the Geisel School of Medicine. Please note that as part of these institutional guidelines, all employees must be fully vaccinated prior to the start of employment, to include a COVID booster once eligible. Individuals seeking an exemption from Dartmouth’s vaccine requirement for a medical or religious reason should reach out to the Office of Institutional Diversity and Equity to complete and submit the necessary paperwork or visit <https://www.dartmouth.edu/hrs/> for additional information and instructions on where to upload proof of vaccination documentation.

Subject to your acceptance of this offer, you will also receive a confirmation notice from the Office of Human Resources, restating some of the information above. Additionally, you will receive an invitation to attend Dartmouth College New Employee Orientation. At Orientation you will receive detailed information about Dartmouth policies, resources, and the benefits available to you as a Dartmouth employee. General information about your benefits as a Dartmouth employee can be found at <http://www.dartmouth.edu/~hrs/benefits/new.html>. Additionally, please review the policy on paid time off for non-exempt employees, which includes detailed information on vacation time and personal time (<https://policies.dartmouth.edu/policy/paid-time-hourly-employees>). Should you have any questions in the meantime, you may call the Office of Human Resources at 603-646-3411.

Formalities aside, I want you to know how delighted I am at the prospect of you joining the [Department]. If you decide to accept our offer of employment, please return one copy of this letter with your signature below to me by [Date]. Should you have any questions about this offer, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Hiring Manager]

[Title]

I agree to the terms set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Employee Name] Date