



Office of University Human Resources
914 Emmet Street, PO Box 400127, Charlottesville, VA 22904-4127
Phone : (434) 924-4383 Fax : (434) 924-6911 Email : hrdept@virginia.edu

Jeroen Goossens
1550 Shelford Ct
Vienna, Va 22182

April 13, 2016

Dear Jeroen Goossens,

I am pleased to offer you the position of **Part-Time Transit Bus Driver**, a **Wage** position in the **Department of Parking and Transportation** at the University of Virginia. Employees in wage positions receive pay for hours worked, rather than a fixed salary.

As you begin your new responsibilities, you will play an important role in the overall success of the University. The University employs more than 12,000 faculty and staff in various academic, research, healthcare, athletic and administrative functions. Our strength is one team working toward common goals.

This position will begin on **May 3, 2016**. Please note that, in compliance with federal and state law and University policy, you may not work more than a maximum of 1500 hours per year as an hourly wage employee. The starting hourly wage is **\$10.65** per hour, which is paid bi-weekly, with the first payment on **May 20, 2016**. Your wages are subject to federal and state tax withholding and to all deductions required by law. As a Wage employee, your employment is "at-will" and is terminable "at-will" by the employer or employee with or without cause.

In accepting this offer of employment, you understand and agree that this offer of University Wage employment is conditioned on your acceptance of the terms enumerated in the University of Virginia Hourly Wage Conditions of Employment (attached). The Conditions of Employment document must be signed prior to your first day of work. Your signature on this letter indicates your acceptance of the terms of our offer. You may sign and return these documents to me via email, fax, mail or in person to the address above.

In addition to your offer letter and Conditions of Employment, you must complete the VA-4 form:

http://www.hr.virginia.edu/uploads/documents/forms/VA-4_tax_form.pdf

Fax directly to the Payroll department at **434-924-4042**.

Most other employee forms, including federal tax withholding, direct deposit, and selective service (for males only) will be completed in our online Employee Self Service system once you begin working.

Upon accepting employment at the University of Virginia, and by signing below, you agree to abide by all University of Virginia policies and procedures which apply to you. It is your responsibility to be aware of these policies and procedures. You are also advised that University policies and procedures may be changed from time to time by the Board of Visitors or University administration, and it is your responsibility to become aware of such changes in a timely manner.

This offer of employment is subject to your compliance with all federal Form I-9 requirements, verifying your employment eligibility and identity as required by the Immigration and Naturalization Act of 1986. The University has an online system that allows you to begin this process on your own. Please visit www.newI9.com, and use Employer Code 14053 to complete Section One of your I-9. Note: You must

have a Social Security Card to complete Section One of the I-9 online. If you do not have a Social Security card, card you must contact your hiring department and speak with the department's I-9 Specialist. If you do not have access to a computer or are unable to complete Section 1 of the I-9 online prior to your first day, you can complete your I-9 with your department's I-9 Specialist no later than your first day at work. After you have completed Section One, you will see a list of required documentation from which you must choose documents to present to your department's I-9 Specialist, no later than your third day of work. Please be aware that the University is required under state law to record information from each new employee's Form I-9 into the Federal E-Verify system to confirm identity and work authorization.

Please indicate your acceptance of the terms of this offer by signing below and returning this letter, along with your signed Conditions of Employment, to me AS SOON AS POSSIBLE **(i) via fax to my attention at 434.924.6911, (ii) as a scanned email attachment to the email address below, (iii) by mailing to the address above, or (iv) delivering it to the receptionist at the office of University Human Resources, 914 Emmet Street in Charlottesville, Virginia.**

Sincerely,
Amy D Shifflett
HRCS

I accept the offer contained in this letter by signing below.

Signature: _____

Date: 04/25/2016