



MCV Campus

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

CCTR

Center for Clinical and Translational Research

**Center for Clinical and
Translational Research**

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Award No. UL1TR000058

September 9, 2015

John Palesis, PhD
12109 Glen Gary Circl
Richmond, Va 23233

Dear Dr. Palesis:

We are pleased to confirm your hourly employment with Virginia Commonwealth University, effective September 10, 2015. We wish you much success in your position as Program Evaluator in the Center for Clinical and Translational Research. As a University hourly employee, you will be paid semi-monthly (on the 1st and 16th of each month) at the rate of \$40 an hour.

The Commonwealth of Virginia has adopted a provision in the 2013 Appropriation Act that amends the Manpower Control Program to limit work hours for all employees who are ineligible for coverage in the State Health Benefits Program. As a result of this legislation hourly employees may not work more than 29 hours per week on average over a 12-month period. The supervisor of your department will assign your work hours.

Welcome to Virginia Commonwealth University! We hope your employment experience will be enjoyable and rewarding.

Sincerely,

Jessica G. Carey
Personnel Administrator