



August 10, 2021

Sarah Bass
sbass3@wisc.edu

EMPL ID: 00974454

Dear Sarah:

On behalf of the **Department of Economics**, I am pleased to **offer you a 44%-time** Teaching Assistant (TA). This appointment is for the period beginning **August 23, 2021** through **January 5, 2022**. According to our records, you will be paid at the full-time academic TA pay rate for your program of **\$45,100 at 44%-time**. Your stipend for this appointment will be **\$1,017.64** per pay period. Your stipend will be prorated for any partial pay period.

This appointment is for the stated period only and carries no presumption of reappointment. This appointment is for the **fall** semester. Classes begin on **September 8, 2021**. For more information, please refer to the academic calendar at: <https://secfac.wisc.edu/academic-calendar/>. Your assignment for this period will be to assist in **Econ 101/3, Principles of Microeconomics** under the direction of **Professor Glawtschew**.

English proficiency is required for all Teaching Assistant appointments in order to communicate effectively with students and coworkers. We can connect you to additional support resources for this; please contact your supervisor for assistance. If you are unable to successfully complete your job tasks, it may be necessary to cancel this appointment.

Employment Eligibility and Verification:

This offer of employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I 9 must be completed electronically on or before your date of hire. Also see **Vicki Fugate** in the departmental office within three days to complete the I-9 form. 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: <https://www.uscis.gov/>

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University's Export Control office: <https://research.wisc.edu/integrity-and-other-requirements/export-control/>

Background Check:

This offer of assistantship is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started your appointment, your appointment will be terminated. Your name will be submitted to HireRight soon to initiate the background check. Please watch for an e-mail from HireRight.

Graduate Assistant Policies and Procedures:

Employment policies regarding your assistantship are found at: <https://hr.wisc.edu/policies/gapp/>

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Specifics regarding the appointment are:

Position Responsibilities and Hours of Work/Work Schedule:

The amount of time you are expected to work is reflected in the percentage of time of your appointment. Please discuss your role and duties with your supervising faculty or staff member before the beginning of the semester. If you have any questions about the time expectations, be sure to discuss them promptly. Note that students holding an F or J visa are permitted to engage in no more than 20 hours of compensated employment per week while the University is in session.

Probationary Period:

The first semester (for a semester or academic year length appointment, or two separate two-month summer appointments) constitutes the probationary period in the Department of Economics. You will be evaluated based on your performance and demonstrated ability to perform assigned duties. Teaching Assistants who receive a subsequent appointment in a different department may be required to serve a probationary period at the discretion of the new department. This probationary period shall be no longer than the original probationary period. If you have service as a Teaching Assistant or Program/Project Assistant in another department that might serve to fulfill probationary service, it is your responsibility to notify your new department within two weeks of the date of this letter so we can determine its potential effect on your probationary period.

In order to hold this appointment, you must remain a UW-Madison graduate student in good standing throughout its duration. Final approval of this appointment is contingent on sufficient enrollment in the course and the instructional needs of the department.

Concurrent Appointments:

Before accepting any additional new appointments, students must inform all department administrators and supervisors, who will in turn notify the College of Letters and Science. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>

Satisfactory Academic Progress:

You are required to maintain satisfactory progress toward your degree. For additional information, refer to: <https://policy.wisc.edu/library/UW-1218>

Enrollment/Requirements:

Teaching Assistants are expected to enroll for a minimum of two graduate credits, unless they are dissertators who must enroll for a minimum of three dissertator credits. For more specific enrollment information, see the Graduate School's website on Enrollment Requirements at: <https://policy.wisc.edu/library/UW-1208>

Tuition:

You **will** receive remission of your tuition. The tuition remission does not include any special course or segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents. For more information, please see the Bursar's Office website: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/>

To qualify, you must be a graduate assistant and your combined TA, PA, RA, LSA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment's full-time rate for the length of a semester to receive full tuition remission for that term. For additional information, please refer to the Bursar's Office website information regarding TA, PA, RA, LSA Appointments at: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar's Office website regarding TA, PA, RA, LSA Appointments Summer Term at: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

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Health Insurance:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact **Vicki Fugate in the Department of Economics in 7406 Social Sciences Building at 608-265-3555 or vfugate@ssc.wisc.edu** or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu within the first 30 days of your employment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

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.

Payroll Information:

For payroll purposes, you will be paid biweekly, every other Thursday. Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: <https://hr.wisc.edu/pay/>

Sick Leave:

You are also eligible to earn sick leave. At the beginning of each appointment period, you will be credited with a bank of sick leave hours. The number of hours credited to your sick leave bank will be **48 hours**. Sick leave may not be used in increments of less than one hour. Unused sick leave will carry over from appointment period to appointment period only within the same department and same title. Any combination of sick leave carry over and newly accredited sick leave cannot exceed 96 hours. In the event of an unanticipated absence, you must contact me by phone or email before the start of your scheduled work shift. **In the event of an unanticipated absence, you must contact Kimberly Grocholski by phone (608-262-3258) or email (kim.grocholski@wisc.edu) before the start of your scheduled work shift.** Additional information regarding leave benefits is available at: <https://hr.wisc.edu/policies/gapp/>.

Required Graduate Training for New TAs:

Please attend and participate in a professional development session for Teaching Assistants (TAs) and Program/Project Assistants (PAs) focusing on diversity, discrimination and harassment, presented and sponsored by the Office for Equity and Diversity, the McBurney Disability Resource Center, the Theatre for Cultural and Social Awareness and the Office of Human Resources. Participants receive information about relevant laws, policies, regulations and resources; explore the practical application of these policies to classroom and learning environments; and engage in facilitated conversations designed to promote interdisciplinary dialogue and excellence through diversity. These sessions promote the development of competencies that sustain and strengthen UW-Madison's position of preeminence in research and higher education and advance critical campus strategic priorities.

Please note that the workshop requires you to register. The session schedule, electronic copies of the materials referenced during each in-person presentation, and the registration link are available at:

<https://diversity.wisc.edu/graduate-assistants-equity-workshops/>

Compliance Obligations and Reporting Responsibilities:

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <https://compliance.wisc.edu/eo-complaint/>

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW-Madison employee, if, in the course of employment, you observe 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, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW-Madison

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sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact Laura Fisk, Divisional Disability Representative (DDR) at (608) 265-3333, or laura.fisk@wisc.edu. The DDR is the person authorized to receive and maintain confidential medical information in our College. More information can be found at the following website: <https://employee disabilities.wisc.edu/>

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: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

To accept the terms of this position, please sign and date below and return to **Vicki Fugate** in Office 7406 or email to vfugate@ssc.wisc.edu.

Sincerely,



Ananth Seshadri
Professor and Department Chair
Todd E. & Elizabeth H. Warnock Distinguished Chair

Cc: Rebecca Glawtschew, Lecturer
Kimberly Grocholski, Economics Graduate Advisor
Economics Payroll Administrator

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