



September 21, 2021

Sarah Bass  
sbass3@wisc.edu

**EMPL ID: 00974454**

Dear Sarah:

On behalf of the **Economics Department**, I am pleased to confirm your appointment as a Project Assistant Grader/Reader in **Econ 370, Economics of Poverty & Inequality** under the direction of **Professor Wallace**. Your appointment will begin **9/21/2021** and will end **1/5/2022**. You will be paid at the rate of \$21.57 per hour. We have been authorized to offer you up to **30** hours.

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.

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://research.wisc.edu/integrity-and-other-requirements/export-control/>

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: <http://research.wisc.edu/integrity-and-other-requirements/export-control/>

Graduate Assistant Policies and Procedures:

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

Specifics regarding the appointment are:

Authorized Hours:

The authorized hours represent a maximum and you should not work more than this. If, as the semester proceeds, you think there will not be enough time to do all that is expected of you, see the course instructor right away.

**Department of Economics**

William H. Sewell Social Science Building 1180 Observatory Drive Madison, Wisconsin 53706  
608/263-2989 Fax: 608/262-2033 [www.econ.wisc.edu](http://www.econ.wisc.edu)

Your hours should be submitted on a biweekly basis. **Your final hours must be submitted by 1/5/2022 to be paid.**

#### Satisfactory Academic Progress:

Hourly basis project assistants, as all graduate assistants, are required to be graduate students in good standing by university and department criteria in order to hold an appointment. You are required to maintain satisfactory progress toward your degree. For additional information, refer to:

<https://policy.wisc.edu/library/UW-1218>

#### Enrollment/Requirements:

See the Graduate School's website on Enrollment Requirements at: <https://policy.wisc.edu/library/UW-1208>

#### Health Insurance:

This appointment does not convey benefits. See **Vicki Fugate** if you have questions about eligibility for benefits.

#### 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 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](mailto: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://employeeedisabilities.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/>.

#### **Department of Economics**

University of Wisconsin-Madison

William H. Sewell Social Science Building 1180 Observatory Drive Madison, Wisconsin 53706  
608/263-2989 Fax: 608/262-2033 [www.econ.wisc.edu](http://www.econ.wisc.edu)

To accept the terms of this position, please sign and date below and return to **Vicki Fugate**, Payroll Administrator ([vfugate@ssc.wisc.edu](mailto:vfugate@ssc.wisc.edu))

Sincerely,



Ananath Seshadri  
Professor and Chair  
Department of Economics

Cc: Geoffrey Wallace, Professor  
Kim Grocholski, Graduate Advisor  
Vicki Fugate, Payroll Administrator

---

I accept the position of Project Assistant Grader/Reader for **Econ 370** in the **Economics Department**.

---

[Sarah Bass]

---

DATE

**Department of Economics**

University of Wisconsin-Madison

William H. Sewell Social Science Building 1180 Observatory Drive Madison, Wisconsin 53706  
608/263-2989 Fax: 608/262-2033 [www.econ.wisc.edu](http://www.econ.wisc.edu)