



February 8, 2021

Sarah Bass
sbass3@wisc.edu

EMPL ID: 00974454

Dear Sarah Bass:

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 Geoffrey Wallace**. Your appointment will begin February 8, 2021 and will end May 16, 2021. You will be paid at the rate of **\$21.57 per hour**. We have been authorized to offer you up to **30** hours.

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: <http://www.uscis.gov/portal/site/uscis>

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.

Your hours should be turned in on a biweekly basis. **Your final hours must be turned in by 5/16/2021 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://grad.wisc.edu/acadpolicy/?policy=satisfactoryprogress>.

Enrollment/Requirements:

See the Graduate School's website on Enrollment Requirements at

<https://grad.wisc.edu/documents/enrollment-requirements/>

Health Insurance:

This appointment does not convey benefits. See **Vicki Fugate, Payroll Administrator** (vfugate@ssc.wisc.edu) 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. 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://oed.wisc.edu/employee-disability-accommodation/>

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

Sincerely,



Ananth Seshadri
Professor and Chair
Department of Economics

Cc: Geoffrey Wallace, Associate 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

[Sarah Bass]

February 8, 2021

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