

Letter-of-Offer Attachment

Work Authorization Documentation — I-9

This offer of employment is contingent upon verification of your identity and work authorization as required by the Immigration Reform and Control Act of 1986. Please see the attachment or the website <http://www.uscis.gov/portal/site/uscis/> for the explanation of the Form I-9, Section 1 of which must be completed and returned to the department on or before your hire date. The required documents must be presented, in person, within three days of your employment begin date. If you do not have the originals of the necessary documents, you must present a receipt from a government agency for replacement document(s) within three days, and you must present the required document itself within 90 days of your employment begin date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period.

Identification Card

As an employee of the University of Wisconsin-Madison, you are eligible to obtain a photo identification card. Although not required, the card entitles you to use the following: University Libraries and Memorial Union. In addition, you may purchase a Recreation Access Fee for the Southeast Recreational Facility (SERF), the Natatorium/Gym Unit 2 facility, Nielsen Tennis Stadium and Camp Randall Sports Center (Shell). You are given priority and discounted court rates at Nielsen Tennis Stadium and receive a discounted membership at the Camp Randall Sports Center (Shell).

Overload

Full-time employees of any state agency may not earn more than \$12,000 additional compensation from any other state agency during the same calendar year, Wis. Stat. 16.417(2). For purposes of this statute section, each UW institution also is considered a separate agency. You need to be aware of this limitation and know that payments in excess of \$12,000 are subject to forfeiture.

Non-Discrimination

The University of Wisconsin-Madison does not discriminate in its employment practices on a variety of bases, including: age; ancestry; arrest record; color; conviction record; creed; cultural background; disability; ethnicity (specifically involving harassment by university employees); gender identity; gender expression; marital status; genetic testing; honesty testing; military obligations; national origin, pregnancy; race; religion; retaliation for making a complaint of discrimination or taking part in an investigation relating to

discrimination; sex; sexual orientation; and use or nonuse of lawful products off the employer's premises during nonworking hours.

Information on how to file a complaint alleging discrimination, how to contact the campus Title IX and Americans with Disabilities Act Coordinators, and on nondiscrimination on the basis of sex in federally assisted programs is available through the Office for Equity and Diversity (OED) website at: <http://www.oed.wisc.edu/>. OED's main office is located in Room 179-A, Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706, (Voice) (608) 263-2378, Wisconsin Telecommunications Relay Service: 7-1-1, Fax (608) 263-5562.

Drug-Free Schools Act

(<http://eao.wisc.edu/policies/drug-free.html>)

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.

Staff Benefits Summary

(<http://www.uwsa.edu/hr/benefits/uben.pdf>)

Important benefit information is provided in the enclosed Benefits Summary. *Please note that many benefit plans (including health insurance) have a 30-day enrollment period.* This is also available on the Office of Human Resources/Payroll and Benefits Services website at <http://www.bussvc.wisc.edu/ecbs/ecbs.html> .

Information for International Visitors

U.S. taxation on the income of international visitors varies, based on immigration status, purpose of visit, length of visit and tax treaties. For further information, visit the website <http://www.bussvc.wisc.edu/ecbs/emp-taxes-menu.html> .

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for disabled employees. If you need accommodations, please contact your supervisor.

February 3, 2009