

Research Division  
Research Faculty (Contract Employees)

Revised: 12/2015

To ensure that all information is accurate for all employee contracts, please fill out the Employee Contract Attachment Information form and submit with your offer letter.

To download the form, please see the link below:

<http://www.hrm.msstate.edu/employment/ecaf/>

**"All new hires must be provided with a form entitled, "New Health Insurance Marketplace Coverage Options and Your Health Coverage," (Notice Form) in order to comply with the Affordable Care Act. This form should be provided with the offer letter and submitted by mail to the employee, or it may be given directly to the employee if the offer letter is submitted in person. The Notice Form must be submitted to the employee within 14 days of start date. All Marketplace Notices forms are the same for all employees, and may be accessed on the following link: [Marketplace Notice Form](#)"**

Date

Name  
Address  
City, State Zip

Dear Name:

I am pleased to offer you a position as \_\_\_\_\_ in the Department of \_\_\_\_\_ at Mississippi State University, beginning on \_\_\_\_\_. The salary for this Choose an item position is \$ \_\_\_\_\_, payable semi-monthly. This is not a tenure track position. In addition, promotion is based on performance and demonstrated competence and not on length of service, but a reasonable time must elapse for you to demonstrate competence and have it confirmed by periodic evaluation. Professional achievement elsewhere may be considered for promotion. Per University Operating Policy 01.18, initially, you will be an affiliated faculty member with the Department of \_\_\_\_\_.

This offer is contingent upon approval by the Vice President for Research and Economic Development. A copy of the contract you will be asked to sign, should you accept this offer, is enclosed for your review. As an employee, you are expected to comply with all federal and state laws, all policies of the Board of Trustees of State Institutions of Higher Learning and all University policies. Mississippi State University policies are located **online** at <http://www.policies.msstate.edu>. This offer is also contingent upon your being a United States citizen or having lawful authorization to work in the United States. This offer will be withdrawn if you are not authorized to work at Mississippi State University by the beginning date indicated above. While every effort will be made to complete the background screen prior to your first day of work, you will be allowed to start work with continued employment contingent upon successful completion of the criminal background screen. *(Please remove the previous two sentences regarding background screening if currently employed by MSU.)*

This offer also includes reimbursement of reasonable relocation expenses in an amount up to \$ \_\_\_\_\_. Any such expenses must comply with the attached University's Relocation Guidelines. *(Please remove the previous two sentences and the relocation guidelines if you do not intend to offer reimbursement of relocation expenses.)*

Should you decide to accept this offer, please return a signed copy of this letter on or before Date.

Sincerely,

Insert Name  
Insert Title

Enclosure

Approved:

\_\_\_\_\_  
Dean/Director, College/Division of

\_\_\_\_\_  
Vice President of Research and Economic Development  
Insert Name

\_\_\_\_\_  
Date

Offer Accepted: Title, at the salary of \$ \_\_\_\_\_, effective \_\_\_\_\_.

*(If funding for this position is through a grant or contract, add:)*

I agree to allow the sponsoring agency access to my employment records as it is relevant to the review or audit of the project. I understand continued employment is contingent upon the availability of funding.

Offer Accepted:

\_\_\_\_\_  
Insert Name

\_\_\_\_\_  
Date

cc: Department of Human Resources Management

## **Guidelines for Reimbursing Relocation Costs for New Employee**

Mississippi State University is authorized to reimburse relocation costs for a new employee using any source of funds that is not otherwise restricted for this purpose. The new employee cannot incur financial obligations on behalf of the university but may be personally reimbursed upon presentation of a receipt(s) for costs incurred under the following guidelines.

The recruiting department should establish a reasonable limit on the amount of total relocation costs that will be reimbursed to the new employee.

Receipted costs for the movement of household goods, using a commercial mover or self-moving (rental of truck, hiring of labor, etc.), may be reimbursed.

Travel costs from the old residence to the new residence for the employee and dependents may be reimbursed as follows:

### **Mileage**

Mileage will be reimbursed in accordance with Mississippi State University's travel policy. A portion of mileage reimbursement exceeding the allowable amount by the federal government for such costs will be added to reported gross income on Form W-2. Odometer readings, or **actual fuel costs**, must be provided to the recruiting department.

### **Meals**

Meals will be reimbursed in accordance with Mississippi's current Maximum Daily Meal Reimbursement Policy. No receipt will be required for meals, and expenses should be submitted as a total per day. The reimbursement of these costs is also taxable and will be added to gross reported earnings.

### **Lodging**

Lodging must be receipted and cannot exceed the actual day of arrival at the University location where employment is established.