

APPOINTMENT LETTER FOR NEW EMPLOYEES

PURPOSE: To provide a newly hired employee a written letter of appointment as a regular/probationary status, contract, or temporary employee, as a formality, after accepting a job offer.

SCOPE: Applies to all departments hiring regular, temporary or contract employees.

Note: Letter examples are for regular status hires and content may need to be modified for other employment statuses.

POLICY STATEMENT:

The Department of Employee Services (DES) encourages the use of a formal appointment letter as a follow-up to a job offered by phone or in-person. Examples of standard appointment letters are attached.

The appointment letter provides important information to the selected candidate, including: the agreed upon starting salary, reporting date, time and location, employee ID number, employee group the employee is assigned, and other helpful information. The offer letter directs the new hire to the County's Onboarding Website where they may begin their orientation to the County and also directs them to Employee Self Service (ESS) where they can complete their new hire paperwork before their reporting date.

This letter may be delivered to the new hire either through US Mail or by email. A copy of any appointment letter (conditional or final) must be sent to the Department of Employee Services so it can be scanned into the employee's personnel file.

Accuracy on an appointment letter is important. Inaccurate terms and conditions of employment provided in the appointment letter or verbally may constitute a written or oral contract if legally challenged. Staff from DES are available to provide specific information such as benefits, salary, or service accruals for a particular position. We encourage departments to direct new employees to the County's Onboarding Web Site to access the appropriate "Benefit Recap" sheet that summarizes the benefits, leaves and other conditions of employment provided to a particular employee group or union group. By directing new employees to this site they will receive the most current information available.

If you have any further questions regarding appointment procedures, please contact the DES staff at 503-655-8459.

Process:

Below is a summary of the process to follow when offering employment to a job candidate. Additional information on “How to Extend an Employment Offer” can be found on the Onboarding Intranet page listed under “my departments. The page titled “Resources for Hiring Supervisors” provides guidance on the job offer process:

1. Offer employment to the selected candidate – receive verbal acceptance.
2. If employment is contingent upon any post-offer assessment (physical, psychological, background or drug screen) you may send the candidate a “conditional employment offer.” See Appendix A.
3. Some candidates may need a written confirmation of employment to facilitate separation from their current employment, This can be accomplished by sending an abbreviated offer letter prior to the final, and more comprehensive offer letter. See Appendix B.
4. Send hiring Personnel Action (PA) to DES as soon as you receive a verbal acceptance to begin the process of getting the new hire on the County’s HRIS system, and get an employee ID assigned.
5. DES will return the processed hiring PA to the hiring department PA contact via workflow. The returned PA will contain essential information for the final employment appointment letter (employee ID; employee group, New Employee Workshop (NEW) dates, etc.)
6. Hiring department will complete the final appointment letter with the data from the processed hiring PA. See Appendix C for a sample offer letter. The offer letter can be sent via email or US mail to the new employee.
7. Send a copy of any appointment letter to DES to be included in the employee’s personnel file.

INTERNET LINKS

- County Onboarding Site for new employees: <http://www.clackamas.us/onboarding/>
- Benefits Summary Sheets (<http://www.co.clackamas.or.us/des/benefits.htm>)
- County Ordinance (<http://www.co.clackamas.or.us/about/code/Title2.pdf>)
- Personnel Action Form
(http://web1.clackamas.us/mydepartment/3004.jsp?q_dept=DES)

Attachments: Sample Final Appointment Letter
Sample Conditional Offer Letter(s)

APPENDIX A

Sample Conditional Employment Offer Letter

Send copy to DES for retention in Personnel File only if job offer is finalized

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP CODE]

*may also be sent via email

Dear (NAME):

Clackamas County is pleased to extend to you a conditional offer of employment in the Department of _____, as (classification).

This conditional job offer is contingent on the results of a satisfactory physical (psychological and/or drug screening test) assessment conducted by an occupational health provider. This assessment is designed to determine your ability to perform the duties of the position being offered to you and is required by the job specifications of this position.

This [physical, psychological, and/or drug screen] assessment is in accordance with County Ordinance and must be completed by **(Date)**. Enclosed with this letter you will find information regarding the Occupational Health Provider who will administer these assessments and your appointment date/time as well as contact and location information.

We will be in further contact after we receive the results. If you should need any further information either before or after this assessment you may reach me at xxx – xxx - xxxx

Sincerely,

Appointing Authority / Department Hiring Manager

C: Department of Employee Services

APPENDIX B

Sample Abbreviated Employment Offer

[Optional: use if requested by new hire while hiring PA is being processed]

Send copy to DES for retention in Personnel File

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

*may also be sent via email

Dear (NAME):

This will confirm our recent conversation regarding employment with Clackamas County in the Department of (Department). We are pleased to offer you an appointment as (classification) beginning (date) at (time) with a starting salary of (\$_____).

I am submitting paperwork at this time to our Department of Employee Services (DES) to get you placed into our Human Resources Information System and County Payroll. After this paperwork is processed, I will be generating a more comprehensive Appointment Letter. This letter will contain the above offer information as well as provide you with additional information about accessing the County's new hire Onboarding Web Site. This site will give you valuable information about your employment with Clackamas County. It will also allow you access to an employee self-service system (ESS) in which you can complete your new hire paperwork prior to your start date.

This final appointment letter should be sent in approximately 3-5 days. If you do not receive anything within five days, please contact me.

I am pleased that you have accepted our employment offer and look forward to having you become a valued member of our organization.

Sincerely,

Appointing Authority / Department Hiring Manager

C: Department of Employee Services

APPENDIX C

Sample Employment Offer Letter

Send one copy to DES for retention in Personnel File

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

*may also be sent via email

Dear (NAME):

This will confirm our recent conversation regarding employment with Clackamas County in the Department of (Department). We are pleased to offer you an appointment as (classification) beginning (date) with a starting salary of (\$_____). Please report at (time) to our offices at (location). We welcome you to our organization and trust that our employment relationship will be mutually satisfying.

The County has an Onboarding Web Site set up exclusively for new hires. This site will provide you with valuable information about your employment with Clackamas County. Please take some time to visit the site at: <http://www.clackamas.us/onboarding/>

Before you begin employment:

As a first step, click on the tab titled "Getting Started" and click on "Self Service." You can complete your new hire paperwork, including your I-9, W-4 and direct deposit forms, as well as enter/verify your personal information. By completing these forms early, we can ensure you are ready for your first day at work. The "Getting Started" tab will list the items you need to complete or verify in the Employee Self Service system (ESS)

As you explore the Onboarding Web Site, here are some important pieces of data:

- Your employee id is: _____ (needed to enter the self-service system)
- Your initial password to ESS is the year of your birth and the last 4 digits of your social security number. [For example, if you were born in 1970 and your SSN is 000 00 1234 your password will be 19701234. You will be prompted to change your password upon your first visit to ESS. Please change it to something you will remember].
- Your employment group is: _____ (note if non-represented or union group)

New Employee Workshops

Within the first two months of employment with the County, you will attend two separate New Employee Workshops (NEW) where you will learn about your benefit package, selected policies, terms and conditions of employment and about the County in general. You will be provided paid time away from work duties to attend these orientations.

I have reserved the following dates on your work calendar so you can attend these New Employee Workshops. Both of these orientations are held in either the Public Services Building or the Development Services Building -Technical Learning Center in Oregon City. You will receive an invite letter with specific directions prior to the workshops.

NEW – Personnel	DATE	TIME
NEW – Benefits	DATE	TIME

In the meantime you can access a one-page summary of the major benefits and employment conditions that are provided to employees in your employment group under the “Human Resources” tab on the Onboarding Web Site. Benefit summaries are included under the topic “Benefit Plans.”

Please note there is a two-month waiting period for most of your benefits to begin. Major benefits such as medical and dental insurance begin on the first of the month following two full months of employment (note: if you start employment after the first working day of the month, this month does not constitute a full month of employment).

Employment Policies

The County has a comprehensive Personnel Ordinance that governs many employment policies. If your position is part of a collective bargaining group you can download a copy of your union contract from the Onboarding site. These policies as well as any department work rules will be provided to you by the County’s Department of Employee Services (DES), your supervisor, and/or union representative, if applicable. We urge that you review these policies, as they govern employment conditions during your tenure with Clackamas County

All County employees serve an initial “probationary period” of twelve (12) months. Your work performance will be reviewed during this period and you will be advised of any adjustments necessary to complete probation. After six full months of employment you will be eligible to receive a merit increase (unless appointed at the top step).

We are pleased that you have accepted employment with us and look forward to having you as a valued employee. Please let me know if I can answer any questions prior to your first day of work.

Sincerely,

Appointing Authority / Department Hiring Manager

C: Department of Employee Services – Employee Personnel File