Last updated: August 30,2021

Dear X:

I am pleased to offer you the appointment of \_\_\_\_\_\_\_\_\_ at Michigan State University. This appointment is effective on \_\_\_\_\_ at an annual (12 month) salary rate of \_\_\_\_\_\_\_.

The full-time salary rate offered in this letter is considered your regular, full-time salary rate. This rate will be temporarily reduced should the effective date of employment fall between September 1, 2020 and June 30,2021. Based on the temporary wage reduction scale, the specific percent of your salary reduction is X%, and your temporary full-time salary rate will be $XXX,XXX.

This appointment is one of approximately 120 executive management positions at MSU. Executive management positions carry an at-will status which means you serve at the pleasure of the \_\_\_\_\_\_\_\_ *(enter title of administrative superior).* You may be removed from this administrative position at any time without notice or cause.

*(Insert position summary)* You serve as a member of the \_\_\_\_\_\_\_\_\_\_leadership team in…. You will also serve as a critical leadership partner with unit leaders across the University on …. Your position reports directly to the \_\_\_\_\_\_\_\_\_\_\_\_. The attached position description outlines your duties and responsibilities. You will be eligible for an annual merit increase in October of \_\_\_\_\_\_ on the same basis as other executive managers in accordance with University merit guidelines.

Michigan State University offers a variety of benefits. Among the most important are a retirement contribution program, medical, dental and life coverages. You may be eligible to participate in MSU’s benefits plans, on the terms and subject to the conditions in the respective plans, as they may change from time to time.

I wish to call specific attention to the following benefits. Note, however, the terms and conditions of these benefits (and other University benefits) are subject to change at any time.

* Vacation entitlement: Executive Managers are eligible for forty-eight (48) vacation days biennially, on a fiscal year basis. Vacation days are available prospectively; they are non-accruable beyond the biennial fiscal year period. Vacation allowances are granted on July 1, of odd-numbered years. Proportional allowances are granted to individuals appointed during the biennial period. Your proportional allowance through June 30, 2021 is \_\_\_\_\_ days.
* Medical: Health care coverage is available under a Preferred Provider Organization (PPO), Health Maintenance Organization (HMO) or a High Deductible Health Plan (HDHP). Currently MSU offers coverage through the following plans:
	+ Community Blue—PPO
	+ Blue Care Network—HMO
	+ Consumer Driven Health Plan/Health Savings Account – CDHP/HSA
* Medical/sick leave: Up to six months of paid leave is available if health problems prevent you from working. Medical leave is non-accruable with no terminal payoff.
* Retirement contributions: The University 403(b) base retirement plan consists of an employee contribution of 5% of your applicable salary and a University matching contribution of 5% of your applicable salary - an immediate one for one match of your investment - for a total contribution of 10%. Your 5% contribution is made on a tax-deferred basis. Since contributions are fully and immediately vested, you have full ownership of your account from day one.
* Retirement eligibility: To be considered a retiree from Michigan State University, an individual must have attained one of the following: 1) 15 years of service in an executive management position; 2) at least age 62 with a minimum of 15 years of University service; 3) 25 years of service at any age. If the condition of #1, above is met, the individual retains eligibility for Michigan State University retiree status if assigned subsequently to a non-executive management position. Executive Managers appointed on or after July 1, 2010 are not eligible for a University contribution to health care benefits upon retirement. However, retiree health coverage is available to purchase through the University.
* Course fee courtesy: Upon your employment, dependent children and spouses admitted to Michigan State University to pursue a curriculum leading to a first baccalaureate degree (maximum of first 120 credits attempted) or to a certificate in the Agricultural Technology Program are entitled to Course Fee Courtesy, providing credit of an amount equal to one-half of the applicable Michigan resident on-campus undergraduate course tuition fee. Finally, if you retire from MSU, this benefit is also available to you during your retirement.

Please see the enclosed Executive Management Benefits Summary. Additional information about MSU’s benefits plans can be found at the following links:

<https://hr.msu.edu/benefits/>

<https://hr.msu.edu/benefits/summaries/index.html>

Perhaps most useful in learning more about your medical, dental, and prescription drug coverage are the 2021 Open Enrollment Guide and the Benefits Summary document which are attached for your reference. Questions about any part of the benefit programs may be addressed to Academic HR at 517-353-5300 or at ahr@msu.edu. For medical, dental or prescription plan specific information, please contact the HR Solutions Center at 517-353-4434.

*(Include only if salary is $285,000 or greater)* Please note that the Omnibus Budget Reconciliation Act of 1993 (OBRA ‘93) placed a compensation limit on the amount of salary/wages that can be used in determining employer contribution to a retirement plan. The salary cap, which is indexed annually for inflation, is $285,000 for 2020. This limit prohibits employers from making retirement plan contributions on the amount of annual salary in excess of $285,000 for 2020. If you are in this category, you will see your 403(b) contributions reduced and/or stopped within a calendar year. This limit may be indexed for inflation in $5,000 increments, in future years.

As an executive manager, the ***Standards of Official Conduct for Senior University Administrators policy* applies to your position. This policy states the expectation for senior administrators to abide by the highest ethical standards in discharging their responsibilities for the University, to act in the best interests of the University, to accord the University their primary professional loyalty, and to arrange their other obligations, financial interests, and activities in a manner consistent with these commitments to the University. This policy also requires annual disclosure requirements for significant financial interests.**

Finally, your appointment is contingent upon satisfactory completion of a background check, including degree verification. You will be contacted by \_\_\_\_\_\_\_\_\_ to initiate the background check process.

On behalf of the office of \_\_\_\_\_\_\_\_\_\_\_\_, I wish to express our enthusiasm for the contributions you will make in this role. We look forward to working with you as we address the opportunities and challenges ahead for Michigan State University.

The attachments to this letter (Attachments A-E) describe important issues pertaining to executive management appointments at Michigan State University. Please read them carefully and note the signature requirement on each attachment.

In order to finalize this appointment offer, please indicate your acceptance below, sign Attachments A - E and return a signed copy to me. I look forward to welcoming you as a colleague at Michigan State University.

Sincerely,

Administrator Title

c:

Enclosures:

1. Position Description
2. Attachment A: Disclosure of Relevant Background Information
3. Attachment B: Important Information for New Staff
4. Attachment C: University Policies
5. Attachment D: Intellectual Property Assignment and Policy Acknowledgment
6. Attachment E: Office of Regulatory Affairs Questionnaire
7. Executive Management Benefits Summary
8. Summary of Benefits Provided
9. 2021 Open Enrollment Guide
10. Standards of Official Conduct for Senior Administrators

I accept this position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Name Date