# **Verbal Offer Best Practices:** *Making an offer to AP Staff*

Thank you for making time to connect about the [TITLE, TYPE OF APPOINTMENT] position. I would like to offer you the position and provide you with an overview of the offer details.

**Compensation**

* Starting salary for [ACADEMIC YEAR] would be [AMOUNT]. It is a 12-month appointment with a typical expectation of 40-hours per week.
* The university automatically provides 12% of your base salary in an investment for retirement; it becomes vested after 2 years, which means that it remains yours if you were to leave the university.
* Four weeks of vacation are provided per year. Additionally, the university closes on holidays throughout the year, including between Christmas Day and New Year, with that time off being compensated.
* Pay raises start on August 6th of each fiscal year. Annual adjustments are based on merit, compression in rank, and market-equity.
* The university provides free parking and your staff id gives you access to the Grand Rapids Transit.

**Starting**

* We would like you to start as soon as possible and no later than [DATE]. What would work for you?
  + To ensure pay is done appropriately, a date near a [pay calendar date](https://www.gvsu.edu/hro/payroll/pay-holidayclosure-calendars-24.htm) is helpful.
* (Optional) We will provide up to [AMOUNT] toward your relocation.
* Ahead of your start date, you would be asked to select a laptop from IT selection. A screen and docking station would also be provided.

**Benefits**

* **Healthcare:** There are (2) healthcare benefits packages to choose from: (1) a premium based option with co-pays (university covers 80% of the premium) OR (2) a high deductible health plan with an IRS approved Health Spending Account. Both include 100% yearly wellness check-ups (more information on the HR website under benefits).
  + [GVSU medical insurance](https://www.gvsu.edu/hro/benefits/medical-insurance-354.htm)
  + [GVSU prescription coverage](https://www.gvsu.edu/hro/benefits/prescription-coverage-356.htm)
* **Dental:** We offer a dental plan with a premium, which covers dental cleaning as well as repairs with a cap per year.
* **Vision:** We also offer an optional vision package with a premium.
* **Salary Continuation:** Salary continuation would be available when you are ill. For longer periods, there are multiple leave types with compensation.
* **Academic Participation:** You would be able to utilize a 100% covered tuition waiver with the ability to take 1 class per year on work time; additionally, 50% tuition reduction would be available for dependents and household members.
* **Life Insurance:** Life insurance is available to a maximum of 3 times your pay.
* **Well-being:** You would have access to group fitness classes on campus, gym discounts, wellness challenges, mental health and well-being resources, as well as financial resources.

For more information regarding GVSU benefits, please visit the [Benefits Overview on the Human Resources website](https://www.gvsu.edu/hro/benefits/benefits-overview-40.htm).

**Development & Support**

* (Optional) Access to professional funding is available up to [AMOUNT] a year.
* Leadership development and other professional development opportunities are often offered through HR and/or other campus divisions.

**Probation**

* AP staff have a probationary period that last 12 months.

**Next Steps**

Once we agree to terms of employment, a formal letter will be issued for you to sign. Finalization of employment will require a background check (completed by HR) and a receipt of official transcripts.

Please confirm verbal acceptance and your start date. If you have questions, please don’t hesitate to ask.