Dear Colleague:

You have been hired into a Restricted Classified Staff position at the University of Virginia. Employment is contingent on understanding and acknowledging your rights as a Restricted Employee below.

A Restricted Position is defined as:

A position that is funded 10% or more from non-continuous or non-recurring funding sources, such as grants, donations, contracts, capital outlay projects, or higher education auxiliary enterprise revenues.

Per the State Layoff policy 1.30, those employees employed in restricted positions separated at the conclusion of their current employment due to unavailability of funding, will not have layoff benefits, nor be guaranteed another position, unless the position held immediately prior to the current restricted position was a regular, full-time salaried Classified Staff position. If you have questions regarding your rights under these policies, please contact University Human Resources at 434 982-0123.

Your signature below acknowledges that you have been informed of your status as a restricted employee, and agree to be bound by the conditions stated in this letter and by all applicable University and State policies.

Signed: _________________________________ Date: ________________

Employee Identification Number: _____________