Acknowledgment of Restricted Staff Employment

Dear Colleague:

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

A Restricted Position is defined as:

- A University Staff position created and filled to complete a specific function or project within a defined period of time, and having a required system end date established at the time of hire or as subsequently extended, which is communicated to and affirmatively acknowledged by the employee in writing; or
- a University Staff position funded wholly or in part from non-continuous or non-recurring funding sources (e.g., grants, donations, contracts, etc.) and contingent on the continued availability of funding, the cessation of which for any reason results in the abolition of the position. Employees hired into such positions must be informed of the position’s contingent nature in writing at the time of hire or as subsequently extended.

Employees in restricted positions for a specific function, project or purpose have no guarantee of employment beyond their established end dates, and their re-employment is contingent on the need for services, the availability of funding and satisfactory performance. Employees in restricted positions funded from non-continuous sources have no guarantee of continued employment.

The position for which you have been hired is a restricted position – for a specific project or function/or funded from non-continuous sources (indicate which is applicable). If you are unsure of the date your position is scheduled to end, or the nature of the funding source, please ask your supervisor to explain the terms of your employment.

Per University policy, those employees employed in restricted positions separated at the conclusion of their current employment (as evidenced by the system end date), or at any time 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 University or 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 policies.

Signed: _______________________________ Date: ___________________