

[DATE]

**Administratively Confidential**

[NAME]

[ADDRESS]

[ADDRESS]

Dear [NAME]:

**[USE THIS PARAGRAPH IF NEW AGENT IS NOT IN FIRST STEP]**

I am pleased to offer you the position of County Extension Agent - [DISCIPLINE], in [COUNTY] County, Texas, with an anticipated start date of [START DATE]. This position is not eligible for overtime compensation. The starting salary will be [AMOUNT] per month. **[Use this sentence when new hires have less than 2 years of total tenure at hire] You will be eligible for a one-time annual salary increase of $1,500, after two years of employment as a County Extension Agent in Texas, based upon good performance.** The current county travel allotment for this position is [AMOUNT] per year. I will be your supervisor, and you will also work cooperatively with your coworkers, other County Extension Agents, and the Regional Program Leaders for the [X REGION] of Texas.

**[USE THIS PARAGRAPH IF NEW AGENT WILL BE A FIRST STEP PARTICIPANT]**

I am pleased to offer you the position of County Extension Agent - [DISCIPLINE], in [COUNTY] County, Texas, with an anticipated start date of [START DATE]. This position is not eligible for overtime compensation. You will participate in the First Step program whereby you will be working in the [FIRST STEP COUNTY] County Extension Office from [FIRST STEP START & END DATES]. The starting salary will be [AMOUNT] per month. **[Use this sentence when new hires have less than 2 years of total tenure at hire] You will be eligible for a one-time annual salary increase of $1,500, after two years of employment as a County Extension Agent in Texas, based upon good performance.** The current county travel allotment for this position is [AMOUNT] per year (starting with your first day in your headquarters county). Our state office will be providing travel authorization and reimbursement for personal vehicle mileage during the time when you are working in [FIRST STEP COUNTY] County, according to the guidelines set forth in the First Step program. I will be your supervisor, and you will also work cooperatively with your coworkers, other County Extension Agents, and the Regional Program Leaders for the [X REGIONS] of Texas.

**[USE THIS PARAGRAPH IF NEW AGENT AS BEEN AN ASSISTANT EXTENSION AGENT]**

I am pleased to offer you the position of County Extension Agent - [DISCIPLINE], in [COUNTY] County, Texas, with an anticipated start date of [START DATE]. This position is not eligible for overtime compensation. The starting salary will be [AMOUNT] per month. **You will be eligible for a one-time annual salary increase of $1,500, after one year of employment as a County Extension Agent in Texas, based upon good performance.** The current county travel allotment for this position is [AMOUNT] per year. I will be your supervisor, and you will also work cooperatively with your coworkers, other County Extension Agents, and the Regional Program Leaders for the [X REGION] of Texas.

This offer of employment is contingent upon successful completion of the background check, including criminal history and verification of job-related credentials, your ability to provide employment eligibility documentation required by federal law, approval by the County Commissioners’ Court, and if applicable, compliance with Selective Service law.  A list of acceptable documents that can be provided for documentation of employment eligibility can be found at <http://www.uscis.gov/files/form/i-9.pdf>.  If you have not provided certified copies of your transcript(s), please do so at this time. Enclosed is a notice regarding instructions for completion of a background check. Please read and follow the instructions contained in the notice for submission of the background check.

This offer is not a guarantee of employment for any specified length of time by either party. While it is my hope you will have a long and fruitful career, your employment will be “at-will,” which means that either you or the agency can terminate your employment at any time for any reason, with or without cause.

This position is eligible for a generous benefits package and participation in a retirement program. Upon employment, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, including health insurance, provided you pay the full cost of premiums. You may also defer enrollment in a health plan until the **first day of the month following a 60-day waiting period,** at which time the State of Texas will pay a significant portion of the total health insurance premium amount. This position also participates in a retirement program effective on your date of hire. Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the New Employee Benefit Enrollment Booklet which can be found at:

<http://www.tamus.edu/assets/files/benefits/pdf/GuideBooklet.pdf>

We are pleased that you will be working with our office and look forward to your success. Please sign indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

[SUPERVISOR NAME]

[TITLE]

I accept the terms and conditions of this offer.

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[INSERT NAME OF SELECTED FINALIST] Date

Enclosure

cc: Jeff Ripley

Payroll file

*“The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating”*

*“Texas A&M AgriLife Extension is an equal opportunity employer and program provider.”*