

Verbal Offer Talking Points

Topic	Talking Point
Introduction	<ul style="list-style-type: none"> • Ask whether it is an appropriate time to talk • Indicate that they are the preferred candidate and you'd like to make an offer for the position of: XXXX
Job Details	<ul style="list-style-type: none"> • Working title: XXXX • Payroll Title: XXXX • Department: XXXX • Appointment Type (e.g., full-time, part-time, etc.): XXXX • Pay Frequency (i.e., monthly or biweekly): XXXX • Exemption Status (i.e., exempt or non-exempt): XXXX • Supervisor: XXXX • Representation (i.e., represented or non-represented/policy-covered): XXXX • Position serves a 6-month probationary period. (<i>Career positions only. No additional probationary period is required for UC-to-UC transfers.</i>)
Pay Rate (i.e., hourly or annual)	<ul style="list-style-type: none"> • For non-exempt, provide the hourly rate • For exempt, provide annual salary
Benefits Eligibility (<i>Breakdown of Categories below</i>)	Benefits Level (i.e., indicate Full, Mid-Level, or Core): XXXX
Holidays, Sick, and Vacation Accruals (<i>If position is eligible</i>)	This position is eligible for 14 paid holidays, 12 sick days, and 15 vacation days per year
Should candidate accept on the phone call	<ul style="list-style-type: none"> • Note the background check requirement prior to beginning employment. • Establish a start date (accounting for the time to complete the background check and two-week notice to current employer) • Formal offer letter will be sent via email in the next couple of days to include the agreed-upon start date, salary discussed, and other pertinent information.

Should the candidate request more time to make a decision

Provide a deadline for decision (typically 24-48 hrs. at the supervisor's discretion)

Breakdown of Benefits

Full Benefits

Employees in the above categories, working 50 percent time or more for at least one year and eligible for primary retirement benefits, are eligible for:

- Choice of medical plans
- Choice of dental plans
- Vision plan
- Supplemental health plans (accident, critical illness and/or hospital indemnity)
- Legal plan
- Disability, life & accident insurance
- Tax-savings programs:
 - Tax Savings on Insurance Premiums (TIP)
 - Health Flexible Spending Account
 - Dependent Care Flexible Spending Account
- Family care resources
- Pet insurance

Employees who are ineligible for Full benefits can gain eligibility based on the accumulation of 1,000 eligible hours (or 750 hours for a Non-Senate Instructional Unit) in a rolling 12-month period, with the exception of floater appointments which are generally ineligible for primary retirement and Full benefits.

Mid-Level Benefits

Employees in above categories, generally hired to work 100 percent time for at least three months but for less than one year OR hired at 50 percent time or more for a year or more but not eligible for primary retirement benefits, are eligible for:

- Choice of medical plans
- Supplemental health plans (accident, critical illness and/or hospital indemnity)
- Legal plan
- Disability, life & accident insurance
- Tax-savings programs:
 - Tax Savings on Insurance Premiums (TIP)
 - Health Flexible Spending Account
 - Dependent Care Flexible Spending Account
- Family care resources
- Pet insurance

Core Benefits

Employees in above categories, hired for 43.75 percent time are eligible for:

- Core catastrophic medical plan
- Supplemental health plans (accident, critical illness and/or hospital indemnity)
- Legal plan
- Disability, life & accident insurance
- Tax-savings programs:
 - Tax Savings on Insurance Premiums (TIP)
 - Health Flexible Spending Account
 - Dependent Care Flexible Spending Account
- Family care resources
- Pet insurance

Employees in per diem, casual/restricted (students), by agreement or seasonal appointments are eligible for Core benefits if appointed to work at least 75 percent time for at least three months.