

September 10, 2025

Name
Address
City, State Zip Code
Email address

Dear First Name:

This letter is to confirm your verbal job offer. I would like to congratulate you on your appointment to the Full-Time Unlimited, Working Title/ Classification Title position at Northland Community and Technical College, effective Wednesday, October 1, 2025. Please access the [Welcome to Minnesota State](#) presentation for more information on your employment. We are part of the Minnesota State College System:
<https://www.youtube.com/user/MinnState>

Job offer details

The terms and conditions of your employment are covered by the [MMA](#) Bargaining Unit.

You have been offered and accepted the Full-Time Unlimited, Working Title position on the East Grand Forks and Thief River Falls campuses. Your home campus for expense reimbursement purposes will be the TRF campus.

Your work schedule will begin on 10/01/2025, and we acknowledge from 10/01/2025-10/15/2025, your work hours will be Monday-Friday, 12:00pm-4:30pm, with a 15-minute break. Beginning October 16, 2025 your work schedule will change to 8:00am-4:30pm with a ½ hr unpaid meal break and two – 15-minute rest periods. Your salary for the position will be Step (wage per hour).

The position is considered exempt for purposes of the Fair Labor Standards Act (FLSA) and is a Progress Code 1 Salary Range/Comp Code 12K.

Supervisors assigned to Progression Code 1 and employed in those classes assigned to Salary Range 18 and below and designated as exempt under FLSA shall be compensated at the rate of straight time for all hours worked as specifically assigned or directed by the Appointing Authority in excess of eighty (80) within the pay period. Holidays, sick leave and compensatory time taken shall be considered hours worked for purposes of this section. Paid vacation, and/or other paid leaves of absence shall not be considered hours worked for purposes of the contract section. Please see Article 11, Section 2, for information on time management, hours balancing and overtime.

State of Minnesota Pay Calendars: <https://mn.gov/mmb/accounting/payroll/calendars/>

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Probation

Under the contract, new supervisors on their initial appointment to the bargaining unit and appointed to a full-time position shall serve a twelve (12) calendar month probationary period.

Preparing for your first day

Please access the links below to complete the necessary forms and return to the Human Resource Department:

- [Preferred Name Request Form – please complete and return to me if you have a preferred name other than your legal name for your name tag.](#)
- [Parking Fee Authorization Form](#)
- [Acknowledgment of Public Information](#)

I-9 – On your 1st day

I-9 identification verification must be completed within three days of the start of employment with Northland. **On your first day please report to the Human Resources Office on the Thief River Falls Campus, office #461D where I will meet with you. You will complete new hire paperwork and I will view your ID/ID's.**

Acceptable documents are listed on the [I-9 instructions](#). Most common documentation is either your social security card and driver's license or passport but any documents may be used from the list of acceptable forms of identification.

Facilities Access Card (Key Card)

Based on your assigned campus, please email a photo (head shot/selfie) of yourself to the following to obtain a Facilities Access Card and schedule a time to pick up the card:

Thief River Falls Campus – Tim Bergerson tim.bergerson@northlandcollege.edu 218-683-8596

TRF Main Campus Address

**1101 Hwy 1 E
Thief River Falls, MN 56701**

Setting up your employee email

Northland has email signature templates set up from which employees can choose. Please follow this [link](#) on your first day to set up your signature line. We would like all employees to use the same format to keep messaging consistent. A technology resource guide may be found at: [Employee Technology Guide](#).

Leave Accrual

You will be advanced 80 hours of vacation leave upon hire and begin accruing sick leave, in addition to one floating holiday. Please note: a floating holiday must be used before the end of the fiscal year, June 30th.

Information on the prorated accrual schedule can be found by accessing the following link: [MMA Contract 2023-2025](#)

Per the MMA contract, in order to receive vacation accrual credit, you must submit the Request for Vacation Accrual Credit Form (attached) to your employer for completion. Should you elect to submit the form for consideration, please send the completed form to my attention.

Earned Sick & Safe Time (ESST) Notification

You will be eligible to accrue pro-rated sick leave. [Earned Sick and Safe Time - Employee Notice](#)

Benefit summary

Your position is covered by the terms and conditions of the MMA Bargaining Unit. To view this contract, go to the Minnesota Management & Budget (MMB) website at: <https://mn.gov/mmb/employee-relations/labor-relations/>

Some of the benefits included with this position are:

- Insurance and pre-tax benefits which are effective after the 30-day waiting period. For more information, go to MMB's website at <https://mn.gov/mmb/segip/benefits>
- Paid holiday, sick and vacation time
- A retirement plan and the ability to invest in a tax deferred savings investment plan
- Tuition Waiver as per the terms and conditions of the Bargaining Unit agreement

A complete enrollment packet containing insurance information will be mailed to you at a later date (approximately the week of October 6, 2025) from Minnesota Management and Budget. You must make insurance elections online after receipt of the packet by the deadline noted. Please contact me at (218) 793-2557 or via email at rachel.larsen@northlandcollege.edu, if you have questions in the interim.

State of Minnesota Employee Self Service - Direct Deposit, W-4 Information

By Monday, October 5, 2025, you should receive a system generated email, sent to your Northland email account, following your interface into the State of Minnesota system. As instructed in the email, you will need to set up your W-4 and Direct Deposit information on the State of Minnesota Self-Service website. This should be done as soon as possible after receipt of the email. Directions for completion are included in the email.

Please do not hesitate to contact me if you have any questions. I look forward to working with you throughout the upcoming year.

Congratulations!

Sincerely,



Rachel Larsen
Assistant Director of Human Resources
2022 Central Ave NE
East Grand Forks, MN 56721 Office
Phone: 218-793-2557
Email: rachel.larsen@northlandcollege.edu

c: Sara Johnson, Interim Dean of Student Success
Personnel File

Mission: Northland transforms the lives of students and our communities through a welcoming, supportive, and integrated learning environment.

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