DATE:

TO:

FROM:

SUBJECT: Part-Time Temporary Appointment

I am pleased to offer you a temporary appointment as an Instructional Support Assistant at California State University, East Bay. The specific terms and conditions of this appointment are as follows:

Appointment:

Rank: Instructional Support Assistant

Wages: $      per hour

The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (“UAW”), AFL-CIO, Local No. 4123, is the sole and exclusive representative of the Instructional Student Assistant classification, Classification Code Nos. 1150 and 1151, at the California State Universities. The CSU/UAW Agreement can be found at <http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/Unit_11_Contract-First_Draft_062405.pdf>.

Required duties of the position are attached hereto in the Job Description. Work for this position shall be performed at       For specific questions regarding the appointment, contact your supervisor,      ,      , at

You have fourteen (14) days from date of receipt of this letter to accept the appointment.

The Immigration Reform and Control Act of 1986 requires that all employees complete the I-9 form prior to employment. If you have not yet completed this form for CSUEB, please do so by going to the Payroll Office, WA 675, before beginning your assignment. Questions about payment schedules should be addressed to the Payroll Office.

This appointment is tentative and contingent upon CSUEB funding and enrollment. CSUEB has the unfettered right to rescind the appointment for budget or enrollment reasons. CSUEB may reassign the appointment to another position with the same compensation due to operational needs, including the quality of its instructional and research activities, upon written notice.

This tentative appointment expires on      , and does not establish a basis for subsequent appointments or appointment rights. No other notice of expiration of the appointment shall be provided.

As a condition of employment, you must remain academically eligible. Academic eligibility requirements are set forth in the Job Description attached: If you become academically ineligible, you may be removed without pay from the appointment within the first five (5) weeks of an academic term. If you regain eligibility, CSUEB shall determine at its sole discretion whether or not to reinstate you.

We will be performing an employment evaluation of your performance during your appointment. The evaluation criteria, schedule and procedure for such evaluation is attached.

We greatly appreciate the contributions of our Instructional Student Assistants and hope your experience here will be stimulating and rewarding.

Enclosures

cc: College Dean

Department Chair/Head

Personnel Action File

I accept the appointment set forth in this letter on the terms and conditions stated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_