

**SIDE LETTER
SIGNING BONUS**

The University shall provide \$100 lump sum payment for ASEs with 25% or greater appointments in the Fall 2018 academic term.

To be eligible for the Lump Sum Payment, an ASE must be employed on or before November 1, 2018.

Eligible ASEs employed by October 1, 2018 shall receive the lump sum payment with the November 1, 2018 monthly pay and the bi-weekly pay period which falls on or after November 1, 2018.

Eligible ASEs employed after October 1, 2018 but before November 1, 2018 shall receive the lump sum payment with the December 1, 2018 monthly pay and the bi-weekly pay period which falls on or after December 1, 2018.