

## **APPENDIX C**

### **TEMPLATE APPOINTMENT LETTER**

**MUST BE GIVEN TO ACADEMIC RESEARCHER WITHIN SEVEN (7) CALENDAR DAYS OF THE APPOINTMENT**

«Date»

Dear «Employee name»,

I am very pleased to inform you that the «Department of/Unit» «Name», in the «School/Division/College» of «Name», offers you an appointment as «Job Title», «Step», «Title/Job Code». Your appointment percentage will be «Percentage» based on an annual salary of «Salary». Your salary will be paid on a «monthly or biweekly» pay period. Your first day of employment will begin on «Date». You will be reporting to «Supervisor Name» in the «Department or academic/researcher unit» at «Location of worksite - e.g., main campus, remote location, medical center».

«Brief description of the anticipated research projects»

In accordance with University policy, your eligibility to participate in University of California benefits programs, including the University of California Retirement Choice Program, is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointments determines your eligibility. Please refer to the UC Benefits website: <http://ucnet.universityofcalifornia.edu/benefits>.

If you are eligible and choose to participate in any of the health and welfare benefits, you must enroll online within the first 31 days of your employment. Please contact your local benefits «Contact Information» to discuss your eligibility and enrollment options.

Upon hire, UCRP-eligible appointees will receive communications from Fidelity regarding the Retirement Choice Program which allows appointees to choose between two retirement plan options. Participation in the Retirement Choice Program is required, if eligible. Eligible appointees who do not choose an option within the 90-day enrollment period, will be automatically enrolled in Pension Choice. Eligible appointees are encouraged to enroll in the Retirement Choice Program as soon as possible to avoid delaying vesting or decreasing accumulations or benefits. Information about the UC Retirement Choice options may be found at: <https://myucretirement.com/choose>.

Your position is exclusively represented by the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and its Local Union 4811. The union's (UAW Local 4811) website is <http://uaw4811.org/>. The current contract can also be found here: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/index.html>.

Academic Researchers who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment in accordance with Article 23-Reasonable Accommodation [\[link to article\]](#).

Campus guidelines and procedures for merits and promotions can be found here: «Insert links to campus guidelines and procedures for merits and promotions.» and the contract article that covers your title series can be found here: «insert link to applicable title series article».

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

If you have questions about your appointment, please do not hesitate to contact «Department Contact» at «Email address» and «phone number».

I hope you will accept this appointment, and I look forward to your involvement with the University of California, «Name».

Sincerely,

«Local contact»