

APPENDIX D
ASE SAMPLE APPOINTMENT LETTER

<<Date>>

Dear **<<ASE name>>**,

Congratulations! This letter constitutes your Written Notice of Appointment as **<<Insert name and number of job code>>** in **<<Insert department, program, or unit name here>>** for **<<academic term(s) or Summer Session>>**. The service period effective dates of your appointment will be **<<term begin date>>**, when the term begins, to **<<service period end date to include post term deadlines for grading, if applicable>>**, when the term ends, or includes the following week if you are responsible for duties related to submission of final grades **<<TAs, AIs, Readers Only>>**. The pay period effective dates are from **<<payroll start date>>** to **<<payroll end date>>**. You will be reporting to **<<Instructor of Record/Supervisor Name>>** at **<<Location of worksite, if known >>**.

<<Use below if assignments are known; defer to Supplemental Notice for TAs/AIs/Readers if not known at time of hire>>

Your assigned course(s) and section number(s) are:

<< Insert assigned course and section number if applicable>>.

<<Use below for Tutors or other ASEs assigned to a Tutoring Center, if applicable >>

<< Insert assigned tutoring center if applicable>>.

Salary

<<Use below for TAs or AIs only>>

Your **<<% FTE>>** appointment at salary point **<<salary point number>>** as a **<<title name>>** includes a gross salary of approximately **<<wage rate>>**.

<<Use for other salaried ASE titles>>

Your **<<% FTE>>** appointment as a **<<title name>>** includes a gross salary of approximately **<<wage rate>>**.

<<Use for other hourly ASE titles>>

Your appointment as a **<<title name>>** shall be for **<<range of hours per week>>** at **<<hourly wage >>**.

<<Use for ASE titles with systemwide salary scales>>

Academic Student Employee (ASE) wages are established on the appropriate salary scales, which can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>. Your wage rate as a salaried ASE is dependent on your hiring campus. Additional information about campus specific salary scales is available on website listed above. **<<Insert any additional local wage practice information here>>**

Workload

A **<<% FTE>>** appointment corresponds to an average of **<<hours per week>>** hours of work per week.

Pursuant to (Insert link – Article 38A – ASE Workload), if you have any concerns regarding exceeding your assigned workload maximum during the course of your appointment, you must immediately communicate

these concerns to your instructor of record/supervisor. Your instructor of record/supervisor will then determine the priority duties and what, if any, adjustments need to be made to your workload.

Academic Eligibility Standards

Your appointment is subject to regular review by the Graduate Division. You must meet and maintain all academic eligibility standards appropriate to this appointment (such as, GPA, units of incomplete grades, academic progress, etc.). Please see: <<Insert local graduate division policies and other local information, as needed>>

Represented Position

Your position is covered by a collective bargaining agreement between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW) Local 4811. A copy of the collective bargaining agreement is available at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. Should you require assistance, you may contact the UAW at organize@uaw4811.org or visit uaw4811.org. The University is required to release names and department addresses of all ASEs to the UAW each academic term. A UAW membership election form can be found at: uaw4811.org/join.

New Employee Orientation

<<Insert information on new hire orientation for ASEs>>

Employment File

The University of California will establish and maintain a file that will contain information related to your employment. New material may be added to your file over the course of your employment. Should you wish to review your employment file, please contact <<insert appropriate local contact or process>>.

Fee Remissions

Pursuant to (Insert link – Article 11A – ASE Fee Remission), for those eligible for a Partial Fee Remission, the University will provide Partial Fee Remission of 100% of Tuition and the Student Services Fee and Partial Fee Remission covering 100% of campus fees, not to exceed the maximum campus fees for each campus. UC will cover Nonresident Supplemental Tuition for up to three (3) years for eligible employees at 25% or greater who have advanced to candidacy in their degree program. <<Insert any local NRST remission practice here and/or insert relevant links here>> Employees hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates. <<Insert any other local information on fee remission practices as needed>>

Holidays and Leaves

ASEs are entitled to all regular holidays observed by <<location>>. For paid holidays, please see Article 15 – Holidays of the UC-UAW Contract and the <<location>> holiday calendar <<location holiday calendar website>>.

Leaves of absences, including short-term and long-term leave, are governed by Article 18 – Leaves. Requests for any leave of absence must be in accordance with Article 18 – Leaves and the University's policies and procedures. For more information on types, eligibility, duration and process for leaves, please see the <<location leave resource, if available>>.

Health Benefits

For information regarding health benefits and eligibility for premium remission under a University-sponsored student health insurance plan and health benefit premium remission for eligible child dependents, please refer to (Insert link - Article 14 – Health Benefits) of the Collective Bargaining Agreement.

Childcare Benefits

Pursuant to (Insert link – Article 04 – Childcare), ASEs with an eligible appointment shall be eligible to participate in the Childcare Reimbursement Program. Information and related forms can be found at: <<LINK>>.

Parking and Transit Benefits

ASEs may be eligible for transit benefits, pursuant to Article 22 – Parking and Transit of the UC-UAW contract. For more information on parking and transit options, please see the <<location P&T website>>.

Accommodations

Academic Student Employees 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 (Insert link – Article 26 – Reasonable Accommodation).

An ASE who anticipates a need for access to an all-gender restroom or lactation room during the course of their appointment should refer to (Insert link – Article 21 – Non-Discrimination in Employment) for the applicable process and contact their hiring department/unit <<insert hiring department/unit contact>> or <<insert campus Labor Relations contact>> as soon as possible after receiving this written notice of appointment.

Defined Contribution and UC Retirement Plan(s)

ASEs are required to contribute to the University of California Defined Contribution Plan (DC Plan) as Safe Harbor participants unless they are students whose wages from University employment are exempt from taxation under the Federal Insurance Contribution Act (FICA) and/or nonresident aliens with F-1 or J-1 visa status or whose wages are subject to foreign (i.e. their home country) taxes or contributions under a Social Security totalization agreement. Employees contribute 7.5% of gross salary to the University of California Defined Contribution Plan (up to Social Security wage base) in lieu of Social Security taxes, and are generally not eligible for membership in the University of California Retirement Plan (UCRP) in accordance with UCRP Plan Documents and Regulations.

Your default investment for the DC Plan is the UC Pathway Fund, a target date fund that automatically adjusts its asset allocation over time based on your expected retirement date. You may change your investment option at any time by logging into your Fidelity account on NetBenefits.com.

Details on the Defined Contribution Plan and as well as exceptions to the contribution requirements, as well as voluntary contribution options, may be found in Article 06 – Defined Contribution and University Retirement Plan(s) and Appendix F of the UC-UAW Contract and on UCnet “Your Guide to Understanding Your Program – Information for Safe Harbor Participants” at <https://ucnet.universityofcalifornia.edu/wp-content/uploads/2024/06/retirement-savings-program-information-for-safe-harbor-participants.pdf>.

Work Authorization

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.

Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to your hiring unit <<Insert department, program, or unit name here>> which can be reached at <<Insert department, program, or unit contact information>>. Failure to return a signed letter by <<DATE>> constitutes rejection of this offer.

I wish you much success as a <<title>> and on behalf of the University I thank you for assuming this important responsibility.

Sincerely,

<<Head of hiring department, program, or unit>>

Cc: Academic Personnel
Graduate Division
Employment File