

APPENDIX E
GSR SAMPLE APPOINTMENT LETTER

<<Date>>

Dear <<GSR name>>,

Congratulations! This letter constitutes your Written Notice of Appointment as a Graduate Student Researcher (GSR) <<Insert name and number of job code>> in <<Insert department, program, or unit name here>>. The effective dates of your appointment will be <<Insert start and end dates of appointment>>. You will be reporting to <<PI/Supervisor Name>> at <<Location of worksite >>.

Salary

Your <<% FTE>> appointment at salary point <<1-6>> as a **GSR** includes a gross salary of approximately <<wage rate>>. GSR salary points are established on Salary Table 22 and can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>. <<Insert any additional local wage practice information here>>

Work Assignments

<<Brief statement of required work duties>>.

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/resources/employment-policies-contracts/bargaining-units/graduate-student-researchers/contract/>

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 GSRs 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 GSRs>>

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 11B – GSR 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

GSRs 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>>.

Personal Time Off

Eligible GSRs shall have the ability to request the use of <<#>> Personal Time Off (PTO) days, in accordance with (Insert link – Article 24 – Personal Time Off). If you experience a break in service as a GSR between one (1) and thirty (30) calendar days, and are reappointed under the same PI/Supervisor, you must submit a written request for any unused PTO to rollover to your new appointment, which shall not exceed a total balance of eighteen (18) PTO days.

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), GSRs 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

GSRs 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

Graduate Student Researchers who are disabled or become disabled should notify their PI/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).

A GSR 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)

GSRs 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