# **Non-Student Tutor/Reader**

# **Appointment Notification Letter**

**Instructions**: After the non-student Tutor (#2510) or Reader (#2500) is approved by the Dean of the Graduate Division, you must issue a Notification Letter. Contact Courtney Aguila, Graduate Division, x46562 if you have questions.

**Note:**

1. Insure that a Personal Identification Number (PIN) Form has been completed.

2. Complete the BELI form (UPAY 874) for 1) initial appointment; 2) whenever there is a change in percent of time which affects benefit eligibility; or 3) if the employee has reached the 1,000 Hour Eligibility Limit and the assigned/derived Beli codes have changed.

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(Date of Letter)

Dear <Student Name>

I am pleased to offer you an appointment as (“non-student Tutor” or “non-student Reader”).

(Select either “Monthly” for a Tutor serving as a Course Assistant or a Tutor/Reader paid monthly or “Hourly” for a Reader paid hourly or a Tutor paid hourly at the single or group rate and select the appropriate quarter):

**Monthly:**

□ Fall Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_% appointment with \_\_\_\_\_\_monthly salary\* and \_\_\_\_\_\_\_\_ quarterly salary\* in \_\_\_\_\_\_\_Department.

□ Winter Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_% appointment with \_\_\_\_\_\_monthly salary\* and \_\_\_\_\_\_\_\_ quarterly salary\* in \_\_\_\_\_\_Department.

□ Spring Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_% appointment with \_\_\_\_\_\_monthly salary\* and \_\_\_\_\_\_\_\_ quarterly salary\* in \_\_\_\_\_\_\_\_Department.

*\*This salary may change pursuant to the Collective Bargaining Agreement between the University and the UAW.*

**Hourly:**

□ Fall Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_\_ hours per week for \_\_\_\_\_\_\_\_ per hour\* in \_\_\_\_\_\_\_Department.

□ Winter Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_\_ hours per week for \_\_\_\_\_\_\_\_ per hour\* in \_\_\_\_\_\_\_Department.

□ Spring Quarter, 20yy from \_\_\_(first day of service period) to \_\_\_\_ (last day of service period) as a \_\_\_\_\_\_\_(title), \_\_\_\_\_\_\_title code for \_\_\_\_\_\_ hours per week for \_\_\_\_\_\_\_\_ per hour\* in \_\_\_\_\_\_\_Department.

The effective date for all ASE title salary wage ranges/rates shall coincide with that first full pay period in the Fall term commencing with October 1st for monthly paid employees and the first pay period commencing after October 1st for bi-weekly paid employees.

\*This salary may change pursuant to the collective bargaining agreement between the University and the UAW (hereinafter, “Agreement”).

**All Gender Restrooms and Lactation Support**

An ASE who anticipates a need for access to an all-gender restroom during the course of the appointment and/or lactation support, should review Article 20 Section F for the applicable process, and make the request as early as possible.

**Accommodations**

An ASE who anticipates needing an accommodation to support the functional requirements of their position should refer to the Reasonable Accommodations Article of the Agreement for the applicable process.

**Benefits**

In accordance with university policy, your eligibility to participate in University of California benefits programs is based on your percentage of appointment(s) and your average regular paid time per week.

You may refer to the collective bargaining agreement for other applicable benefits and deductions.

Your appointment at (blank %) for (blank quarter/s) (does) or (does not) entitle you to participate in the university (\*see guide below) benefits program. In addition, if you have another appointment outside this department, your benefits eligibility is determined by the combined percent of time of all of your appointments.

(Optional) Questions regarding your benefits can be directed to our Benefits Coordinator (Name and number/room number) or (Elaine Garrido egarrido@ucsd.edu 858-822-6593 Human Resources Benefits Representative).

**Hiring Unit Contact**

Should you have any questions regarding your appointment, please contact <department contact name> at <telephone number> or <email address>.

Information concerning the faculty member or supervisor to whom you will report, the location where your work will be performed, the pay formula, the class assigned, and the description of your job duties will be provided to you on a separate form.

**Accepting the Offer**

Please use the online form at the link below as soon as possible, but no later than <date specified by the hiring unit> to indicate whether you will accept this appointment. Failure to accept this offer as set forth above by this date may nullify the offer in its entirety except as otherwise specified in the contract <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

**New Hire Paperwork**

Academic Student Employees employed for the first time at UC San Diego may not begin work until they have completed new hire paperwork. This must be done **on or before** the appointment start date as set forth in this appointment letter. **PLEASE NOTE:** If you do not complete new hire paperwork **on or before** your appointment start date, the date on which you complete new hire paperwork will be come your revised appointment start date and your pay will be adjusted accordingly.

By accepting this appointment, you are agreeing to start on the date set forth in this letter. Any changes to your appointment start or end dates will need to be approved by your <hiring administrator/hiring department> after written approval by your faculty supervisor.

**UAW ASE Orientation**

Academic Student Employees employed for the first time must attend the mandatory New Employee UAW Orientation. If you have not previously attended a UAW ASE orientation, please plan on attending the next available session at the beginning of <term>.

<Provide UAW Orientation date, time, location if known>

**UAW Contact**

This position is covered by a collective bargaining agreement between the University and the UAW. Pursuant to the Agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each term that you are employed in the bargaining unit. The Agreement can be retrieved electronically at

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. You may contact UAW 2865 for assistance; their website is <http://www.uaw2865.org/>.

We hope you will accept this appointment and we look forward to your further participation in the UC San Diego community.

Thank you.

<Hiring Unit Contact>

<Hiring Unit Name>

<Hiring Unit Contact Information>

**cc: Employment File**