**UndergraduateTutor/Reader**

**Appointment Notification Letter**

Date

Dear <Student Name>

Congratulations! You have been selected for the following position(s):

<Term> <Beginning and end Dates> as a <position title> <title code> for <number of hours> per week for with <hourly rate> per hour\* in the <hiring unit name>, <course code and title> with <faculty member name>.

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 Academic Student Employee (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 and who anticipates needing an accommodation to support the functional requirements of their position should refer to the Reasonable Accommodation Article of the Agreement for the applicable process.

**Childcare Reimbursement Program**

Academic Student Employeeswith academic appointments totaling 25% time or more are entitled to participate in the Childcare Reimbursement Program as outlined in Article 4 of the Agreement. Eligibility and documentation requirements may be found on the Graduate Division website <http://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html>.

**Hiring Unit Contact**

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

**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**