



800 N. State College Blvd., Fullerton, CA 92831-3599 Tel:

Department of Supplemental Instruction

DeptID: CWID:

Date

Name/Address

Dear

I am pleased to offer you an Instructional Student Assistant appointment in the Department of Supplemental Instruction at California State University, Fullerton (CSUF). This appointment automatically expires at the end of the period stated below and does not establish an obligation for a subsequent appointment. No other notice shall be provided.

Information concerning your new appointment or a change in your current appointment follows:

ISA Class:		Title:	Instr Stdnt Asst		
Start Date:		End Date:		Supervisor:	
Range of Hours From:		Range of Hours To:		Hourly Salary:	\$
ISAs are typically limited to 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.					

You will report to your supervisor for the duration of this assignment. You will be eligible for subsequent salary increases subject to collective bargaining.

The terms and conditions of this appointment are covered by the Unit 11 Collective Bargaining Agreement (CBA) between the CSU and the UAW, located at: http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml. Should you have any questions regarding your assignment or the terms of this appointment, please contact your supervisor, department or college. The union website and contact information for Local 4123 is <http://www.uaw4123.org>.

In order for this appointment to be processed, you must sign and return this letter to the department office no later than 14 days from the date of this document.

This offer is contingent upon verification of your employment eligibility. Pursuant to the provisions of the Immigration Reform and Control Act of 1986, before every prospective employee can begin work, section 1 of the I-9 form must be completed by the employee no later than the date on which his/her employment begins. If you have any questions or anticipate any difficulty in providing documents, please contact your Department, College Office or Human Resource Services - Payroll. Failure to present documentation within the specified time period will result in termination of your employment.



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This offer of employment supersedes any other communications between you and the university with respect to the terms of your appointment. Promises or representations other than those set forth in this offer of employment are neither valid nor binding on the university.

Sincerely,

Dean Signature

Date

Yes No Concurrent CSUF Employment (See third page for concurrent appointment restrictions)

I UNDERSTAND THE POLICIES AND CONDITIONS PROVIDED ON THE THIRD PAGE OF THIS DOCUMENT.

If you accept this appointment under the terms and conditions specified, sign below and return the signed copy to your Department/Dean's Office within 14 days and retain a copy for your records.

I accept the above appointment:

Signature

Date

INSTRUCTIONAL STUDENT ASSISTANT - POLICIES AND CONDITIONS

1. New (first time) Instructional Student Assistants (ISA) and returning (previously employed) Instructional Student Assistants (ISA) must first visit Human Resource Services-Payroll (College Park, Suite 770) to complete the requisite paperwork and the sign-in process before beginning work. The sign-in process includes verification of work authorization status, verification of the social security card, a loyalty oath (required for all U.S. citizens) and a withholding declaration. These forms must be completed before a prospective employee can begin work. Verification of Work Authorization Status is mandated by the 1986 Immigration Reform and Control Act (IRCA) before every prospective employee can begin work. Section 1 of the I-9 form must be completed by the employee no later than the date on which his/her employment begins. A list of documents acceptable to establish authorization to accept employment in the United States will be provided. Section 2 of the I-9 must be completed by the campus within three business days of the date on which the employment begins. If a prospective employee does not have proper work authorization on the date that he/she is scheduled to begin employment, he/she cannot be hired or begin work. Verification of Social Security Card The University has responsibility to verify each employee's social security number (SSN) upon commencement of employment to accurately record and report SSNs to our pay agent, the State Controller's Office (SCO).
2. Instructional Student Assistant (ISA) appointments may not exceed 20 hours per week while enrolled in classes. If an ISA accepts more than one on-campus appointment in a different student classification, the total employment must not exceed 20 hours per week while enrolled in classes. If this occurs, pay may be delayed while adjustments are made to the appointments. ISAs may work up to full-time (maximum 40 hours) during academic breaks if registered as a CSU student and continuing enrollment immediately subsequent to the appointment period, e.g., working full-time during the summer and enrolled in classes immediately following fall academic term.
3. Offers of single academic terms, and the first academic term of a multiple term appointment, are not conditioned on budget and enrollment. All subsequent terms of multiple academic term appointments are conditioned on budget and enrollment.
4. As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.
 - a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove and employ who has become academically ineligible.
 - b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.

PAY SCHEDULE AND PAYCHECK INFORMATION

1. Instructional Student Assistant paydays are the 15th of each month for hours worked during the previous month. If the 15th falls on a weekend day or a holiday, payday will be the next working day. ISA timesheets are usually due in Payroll near the end of the first week of the month. Please see the Payroll Department website for forms and payroll information.
2. If all required documentation has not been completed and submitted in time to be fully processed prior to the State Controller's monthly cut-off date for that month, you will receive your paycheck approximately three to four weeks after paperwork is processed by Payroll.
3. If you have any questions regarding an individual payroll check, inquire through your department.

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UNIT 11 Academic Student Employees - Description of Duties Form

STUDENT/EMPLOYEE NAME: _____

_____ Teaching Associate

_____ Graduate Assistant

_____ Instructional Student Assistant

Term: _____ Supervisor: _____

Course #: _____ Course Title: _____

Location: _____ Day/Time: _____

The job duties designated below are required of the employee. Please check the appropriate items and describe, as applicable. Attach additional sheets if needed:

_____ Attend course lectures

_____ Present lectures Frequency/dates: _____

_____ Instruction/supervision of sections/courses/labs per week

_____ Preparation

_____ Hold office hours per week

_____ Supervisor/ASE(s) meetings Frequency/duration: _____

_____ Read and evaluate student papers. Describe: _____

_____ Evaluate student assignments

_____ Proctor examinations

_____ Perform individual and/or group tutoring

_____ Maintain/submit student records (e.g. grades)

_____ Provide research assistance

_____ Perform other tasks as assigned. Please list: _____

_____ The supervisor will perform class observations. Yes _____ No _____

Note on Employment Evaluations: If an employment evaluation is to take place, the employing department or hiring unit shall communicate, in writing, evaluation criteria, schedule and procedures for written employment evaluations, to employees or upon request to the Union within the first fourteen (14) days of the appointment period.

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____