



CALIFORNIA STATE UNIVERSITY, FULLERTON • 800 N. STATE COLLEGE BLVD. • P.O. BOX 6828 • FULLERTON, CA 92834-6828 • ASI.FULLERTON.EDU

June 29, 2015

Cynthia Fields

Re: Offer of Employment

Dear Cynthia:

I am pleased to offer you the position of Disbursement Clerk, effective July 6, 2015.

For your reference, I have attached a job description which outlines the specific duties for the position we are offering you. Also listed below are employee benefits and other specifics of your employment.

1. Your responsibilities will be those outlined in the enclosed job description and as outlined by Jeannie Mollenauer.
2. Your semi-monthly compensation will be in the amount of \$1,613.25 and you are classified as a Non-Exempt employee. Your first three months of employment with Associated Students, CSUF, Inc. is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time. As indicated on the application, your employment will be at-will, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
3. Benefits include accrual of 6 2/3 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program the first day of the month following your effective date of employment.
4. Our offer to hire you is contingent upon your submission of satisfactory proof of your identity, your legal authorization to work in the United States and your Social Security Card. If you fail to submit this proof, federal law prohibits us from hiring you. Your employment is also subject to a background and reference check & pre-employment screening.
5. Although your initial assignment is in the Accounting department, you may be transferred to another department as business needs shall dictate.
6. Following our receipt of your acceptance and completion of #4 above, this position shall commence on July 6, 2015.

If you agree with and accept the terms of this employment, please sign below and return this letter to our office. We are hopeful that our business relationship will be successful and we look forward to having you work with us as the Disbursement Clerk.

Sincerely,


Dave Edwards
Executive Director

Accepted by: 

Date: 7/1/15

CC: Laura Brown, Interim HR Director
Jeannie Mollenauer, Financial Services Director