



July 9, 2019

Dear Asha Nettles:

This job offer outlines the agreement for your continued employment. Based on the recent reorganization of the Division of Student Affairs, you are assigned the position of Director of Leader and Program Development for ASI. These changes will become effective July 1, 2019 and remain in effect for up to three years or until the agreement between ASI and the university is cancelled.

1. Your responsibilities will be those outlined in the enclosed job description and as outlined by the ASI Director of Leader and Program Development.
2. Your semi-monthly compensation will be in the amount \$2708.34 and you will continue to be classified as an Exempt employee.
3. Your benefits and participation in CalPERS (retirement and health) will remain unchanged and will continue to be governed by all policies and practices of ASI, including annual ASI- approved adjustments.
4. Benefits include accrual of 16 hours of vacation and 8 hours sick leave per month.
5. This assignment is temporary and you shall have immediate, uninterrupted retreat rights to your previous position as the Coordinator of Leader and Program Development

If you agree with and accept the terms of this employment, please sign below and return this letter to our office.

Sincerely,

Keya Allen
Executive Director

Accepted by: _____

Date: _____

CC: Sharon Johnson, Director Human Resources