



Tracy Knofla

May 10, 2023



Dear Tracy:

I am pleased to offer you the 3-month temporary position of Director of Student Recreation Center for Associated Students Inc., California State University, Fullerton.

Attached you will find 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 with Associated Students Inc., California State University Fullerton. Your responsibilities are provided in the attached job description and include other duties as assigned by your immediate supervisor, or other member of ASI Management.

- 1) In this exempt role, your monthly compensation will be \$12,000.00. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Keya Allen, Associate Executive Director, and she can be reached by email at keyaallen@fullerton.edu or 657-278-4214.
- 3) Your work schedule will be 8:00am-5:00pm, Monday through Friday unless circumstances warrant adjusting that schedule, and being approved by your immediate supervisor. You are required to take at least a 30-minute unpaid lunch break, to begin by the end of the 5th hour of work, and you will be entitled to 2–10-minute paid rest breaks in an 8-hour shift. The timing of those rest breaks should be agreed upon between you and your immediate supervisor.
- 4) Your employment is 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.
- 5) The Director is responsible for the operation of the Titan Recreation Center and the management of a comprehensive campus recreation program including: informal recreation; personal training; aquatics; group exercise; instructional recreation; intramural sports; an eight-week summer day-camp experience (Titan Youth Sports Camp), and American Red Cross Certification Programs (including water safety instruction, First Aid, CPR/AED, and lifeguard training). The Director serves as an out-of-classroom educator, working closely with other members of the ASI professional staff and members of the university community in delivering educational experiences and learning outcomes. Duties to include leadership coaching and development of the Student Recreation Center's full-time staff, including, but not limited to:
 - i) Developing communication skills
 - ii) Define and identify conflict styles, causes, and methods for handling conflict to improve the department's productivity.
 - iii) Accountability by helping employees to delegate and manage a wide variety of skillsets. It is important for supervisors to lead their teams in the most effective way by recognizing where the strengths are, where improvement is needed, and how to properly use the skillsets of each team member.
 - iv) Understanding how to make decisions, solve problems, and foster innovations methodically, strategically, and collaboratively.
 - v) Interpersonal skills enabling employee to develop highly effective teams that are built upon consensus, effective meetings, social style and understanding relationships.
 - vi) Developing time and priority management skills to understand the differences in employee's time and management and adjust projects and workloads to ensure success.
 - vii) Developing problem solving skills by taking an issue and find the root of the real problem and create a process for solving the problem in a structured manner.

- 6) You will be provided with the following fringe benefits: housing and vehicle allowance.
- a) Temporary Housing Allowance: To assist with employee's temporary relocation to Fullerton, CA, ASI will provide employee with a temporary housing allowance of \$3,000 per month for 3 months, for a maximum of \$9,000. The temporary housing allowance will be paid on the first pay period of each month after the Start Date and after the employee has provided documentation of temporary housing in the Fullerton area, subject to employee's continued service through each such date and is subject to all applicable withholding and payroll taxes. The temporary housing allowance payment will be grossed up to compensate for income taxes, which tax gross-up shall be paid in accordance with Treasury Regulation Section 1.409A-3(i)(1)(v).
 - i) Gross Up is calculated as follows:
 - (1) Federal Supplemental tax rate 22%
 - (2) Social Security tax rate 6.2%
 - (3) Medicare 1.45%
 - (4) State Supplemental tax 8.64%
 - (5) SDI (Disability) .9%
 - (6) Total Percent: 39.19% = 1,933.40
 - ii) Additional payment of 1,933.40 will be added to housing allowance to allow employee to receive full allowance.
 - b) Vehicle Rental Allowance: To assist with employee's temporary relocation to Fullerton, CA, ASI will provide employee with a temporary car allowance of \$1,500 per month for 3 months, for a maximum of \$4,500. The temporary vehicle rental allowance will be paid on the first pay period of each month after the Start Date and after the employee has provided documentation of the vehicle rental, subject to employee's continued service through each such date and is subject to all applicable withholding and payroll taxes. The temporary housing allowance payment will be grossed up to compensate for income taxes, which tax gross-up shall be paid in accordance with Treasury Regulation Section 1.409A-3(i)(1)(v).
 - i) Gross Up is calculated as follows:
 - (1) Federal Supplemental tax rate 22% = 1098.40
 - (2) Social Security tax rate 6.2% = 306.83
 - (3) Medicare 1.45% = 71.76
 - (4) State Supplemental tax 8.64% = 427.36
 - (5) SDI (Disability) .9% = 44.24
 - (6) Total Percent: 39.19% = 966.70
 - ii) Additional payment of 966.70 will be added to vehicle rental allowance to allow employee to receive
- 7) You will be front loaded with 32 hours of PTO and will not accrue vacation during your temporary appointment. This PTO will not be paid out at the end of your appointment if it is not used. You will accrue 8 hours of sick leave each month. You will not be eligible to participate in the health, dental, and vision insurance program due to the temporary appointment.
- 8) Our offer to hire you is contingent upon the following:
- (a) Submission of satisfactory proof of identity along with your legal authorization to work in the United States. A list of the documents to verify your identity and your authorization to work in the United States is available at the U.S. Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> Details as well as instructions regarding your personal documentation are provided through this link. Please bring your documents with you on your first day of work. Failure to provide sufficient proof of identity and work authorization may delay your start and could potentially invalidate this offer of employment.
 - (b) As a requirement of your employment on the CSU Fullerton campus and in order to add you to the CSU-Fullerton systems and directories, you will be required to produce your Social Security Card.
 - (c) Your employment is also contingent upon acceptable screenings prior to your first day of employment. These include:
 - (i) Pre-Employment Screening
 - (ii) Live Scan Screening
- 9) Due to the temporary nature of this assignment, you will not be enrolled in CalPERS Retirement.
- 10) Following the receipt of your signed acceptance of this offer letter and job description along with the completion of all contingencies listed in section 7 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. Human Resources will contact you to set your start date. You may report directly to

Human Resources at 8:30 AM beginning your first day.

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

It is with great pleasure that we welcome you to the Associated Students Inc., CSUF team. We look forward to a mutually successful business relationship. If there is anything that we can do in order to make your employment with Associated Students Inc., CSUF successful and enjoyable, please do not hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

Dr, Dave Edwards
Executive Director
Associated Students Inc., CSU Fullerton
657-278-7740

CC: Andrea Okoh, Human Resources Director

I, _____, accept the terms of this offer of employment as stated in this letter, 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.

Accepted by: _____ Date: _____