



Christine Chen

January 12, 2022



Dear Christine:

Congratulations! I am pleased to offer you the position of Senior Accountant in the Accounting Department at 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 semi-monthly compensation rate will be \$3,541.67. You will be classified as an Exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Carolyn Ehrlich, Director of Finance, who can be reached by email at [cehrlich@fullerton.edu](mailto:cehrlich@fullerton.edu), or by phone at (657) 278-2402.
- 3) Your work schedule will be 8:00am-5:00pm, Monday through Friday unless otherwise defined and 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 5<sup>th</sup> hour of work. You are also 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 first year of employment with Associated Students Inc., CSUF is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time.
- 5) Your employment is At-Will, meaning you are free to leave Associated Students Inc., CSUF at any time, without cause and/or notice. Likewise Associated Students, Inc., CSUF reserves the same right to end your employment, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
- 6) Benefits include accrual of 6.67 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program beginning on the first day of the month following your first day of employment.
- 7) Our offer to hire you is contingent upon the following:
  - (a) Submission of satisfactory proof of your identity along with your legal authorization to work in the United States. A list of the documents you may provide to verify your identity and your authorization to work in the United States are attached. Details as well as instructions regarding your personal documentation is provided with this offer of employment. 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.



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These include:

- (i) Reference Check
- (ii) Pre-Employment Screening
- (iii) LiveScan Screening
- (iv) Drug Screening

- 8) Proof of compliance with the CSU COVID-19 vaccine is required. This consists of submitting proof of vaccination to Associated Students Inc., CSUF prior to your start date. If you have a medical condition or religious reason that prevents you from receiving a COVID-19 vaccination, you may file for an exemption through Human Resources. Associated Students Inc., CSUF Management will review your exemption and determine whether your exemption will be approved.
- 9) All members of the California State University, Fullerton community, including contractor's agents and employees, must comply with the California Department of Public Health's "Guidance for the Use of Face Coverings" dated July 28, 2021, including the recommendation that all individuals regardless of vaccination status must wear a face covering indoors. Associated Students Inc., CSUF reserves the right to extend mask requirements to ensure the safety of the California State University, Fullerton community.
- 10) Effective on your date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 7.75% of your salary will be deducted from your paycheck on each pay date. The current PEPR calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 11) Although your initial assignment is in the Accounting Department, you may be transferred to another department as business needs dictate.
- 12) 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. You may report directly to Human Resources at 8:00 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 don't hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

David Kopfer  
David Kopfer (Jan 12, 2022 14:55 PST)

David Kopfer  
Interim Human Resources Director  
Associated Students, Inc., California State University, Fullerton  
800 N State College Blvd  
Fullerton, CA  
657-278-7060

CC: Dr. Dave Edwards, ASI-CSUF Executive Director



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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: \_\_\_\_\_