



Michael Greenlee

April 26, 2018

Dear Michael:

I am pleased to offer you the position of Design Coordinator, effective May 21, 2018.

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 the Associate Director, Marketing and Design.
2. Your hourly rate of pay will be in the amount of \$25.49 and you are classified as a Non-Exempt employee. Your first 90 days of employment with Associated Students, CSUF, Inc. are 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 reference check & pre-employment screening.
5. Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 2, where 5% of your salary will be deducted from your paycheck on each pay date. The current classic member calculation is 2% at 60. If you have any further questions, please contact CalPERS directly.
6. Although your initial assignment is in the Marketing and Design Department you may be transferred to another department, as business needs shall dictate.
7. Following our receipt of your acceptance and completion of #4 above, this position shall commence on May 21, 2018.

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.

Sincerely,

Accepted by: _____

Date: _____

Dr. Dave Edwards
Executive Director

CC: Sharon Johnson, Director Human Resources