



Megan Duffy

October 22, 2021

Dear Megan:

I am pleased to offer you the position of Event Planner I, with an anticipated start date of **November 3, 2021**.

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 with ASI-CSUF.

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 Non-exempt role your hourly rate will be **\$19.74**, with an anticipated annual rate of **\$41,058.00**. You will be classified as a non-exempt employee, which means that you will be eligible for overtime (1 ½ times your hourly rate) for any hours you work in excess of 8 hours in a single day, or 40 hours in a single payroll week. However, all overtime hours must be approved by your supervisor, in advance.
- 2) You will report to Kirsten Stava, Associate Director, TSU Operations and ASI Diversity, Equity, and Inclusion Initiatives
- 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 first year 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.
- 5) 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.
- 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 the first day of the month following your effective date of employment.
- 7) Our offer to hire you is contingent upon the following:
 - (a) Submission of satisfactory proof of your identity, your legal authorization to work in the United States. A copy of the I-9 form is attached, and on page 3, it lists the documents you may provide to verify you are authorized to work in the United States. You can choose to produce 1 document from Column A, or 2 documents (1 from Column B and 1 from Column C). If you fail to submit this proof, federal law prohibits us from hiring you.
 - (b) In order to add you to the CSU systems, you will be required to produce your Social Security Card.
 - (c) Your employment is also subject to a Reference Check and Pre-Employment Screening, including a LiveScan to be completed prior to starting on November 3, 2021.
- 8) Proof of compliance with the CSU COVID-19 vaccine requirement. This consists of submitting proof of

vaccination to ASI prior to start date. If you have a medical condition or religious reason that you believe would qualify for an exemption, you may file for an exemption through Human Resources, and ASI Management will review and determine whether or not your exemption request is approved or denied.

- 9) All members of the University 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, at least until November 30, 2021.
- 10) Effective 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 PEPRA calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 11) Although your initial assignment is in the Titan Student Union, you may be transferred to another department as business needs dictate.
- 12) Following our receipt of your signed acceptance of this offer letter and completion of #6 above, unless otherwise negotiated, your start date will be November 3, 2021, at 8:00am in the Human Resources Department.
- 13) 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.

It is with great pleasure that we welcome you to the ASI-CSUF family, and look forward to working with you. If there is anything that we can do in order to make your employment with ASI-CSUF successful and enjoyable, please don't hesitate to let me, your supervisor, or ASI Management know.

Sincerely,



David Kopfer
Interim Human Resources Manager
ASI-CSUF
657-278-7060

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: _____

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