



Lysandra Renteria

November 4, 2021

Dear Lysandra:

I am pleased to offer you the position of Master Teacher, with an anticipated start date of **November 30, 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 Exempt role your semi-monthly compensation rate will be **\$2,487.34**, with an anticipated annual rate of **\$59,696.00**. You will be classified as an Exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Sonia Nunez, Children's Center Assistant Director, and she can be reached by email at snunez@fullerton.edu, or 657-278-4265.
- 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-Fullerton systems, you will be required to produce your Social Security Card, which is a required of CSU-Fullerton.
 - (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 30, 2021**.