

Christapor Mikaelian

May 15, 2023



Dear Christapor:

I am pleased to offer you the position of Special Projects Coordinator for Associated Students Inc., California State University, Fullerton. The start date for this position is June 9, 2023, and the position can end before or on May 30, 2027.

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 temporary role your hourly compensation rate will be **\$28.85**, with an anticipated annual rate of **\$60,000.00**. You will be classified as a non-exempt employee, which means that you will be eligible for overtime pay. Overtime pay is calculated after you have worked in excess of eight (8) daily hours in a single workday and beyond forty (40) non-overtime hours in a single workweek.
- 2) You will report to Chief of Organizational Operations.
- 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 5<sup>th</sup> 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 90 days 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 June 1, 2023

- 8) 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 PEPR calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 9) Although your initial assignment is in the Administration Department, you may be transferred to another department as business needs dictate.
- 10) Following our receipt of your signed acceptance of this offer letter and completion of #7 above, unless otherwise negotiated, your start date will be June 1, 2023, at 8:00am in the Human Resources Department.
- 11) 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,

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

CC: Andrea Okoh, HR 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: \_\_\_\_\_