



Carolyn Ehrlich



November 29, 2022

Dear Carolyn:

I am pleased to offer you the position of Chief Financial Officer for Associated Students Inc., California State University, Fullerton with an effective start date of November 26, 2022.

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 annual compensation will be \$160,000. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Dave Edwards, Executive Director, and he can be reached by email at daveedwards@fullerton.edu or 657-278-7740.
- 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 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.
- 5) Benefits include accrual of 16 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.
- 6) Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 7.003% 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.
- 7) Although your initial assignment is in the Administration department, you may be transferred to another department as business needs dictate.
- 8) Following the receipt of your signed acceptance of this offer letter and job description, unless otherwise negotiated, you may begin your new position with Associated Students Inc., CSUF on November 28, 2022.

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,

Andrea Okoh
Human Resources Director
Associated Students Inc., CSU Fullerton
657-278-7060

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