

Associated Students CSUF, Inc.  
TEMPORARY APPOINTMENT

NEW APPOINTMENT       RENEWAL APPOINTMENT

Name: Last Beltran First Yesenia M.I. \_\_\_\_\_ Social Security No. \_\_\_\_\_ Telephone No. (Area Code) \_\_\_\_\_  
Current Address: Street And Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

EMPLOYEE STATUS:       Student Assistant       Non Student       Student Leaders

POSITION TITLE: Head Teacher DEPT.: Children's Center SUPERVISOR: Bev Vargish

Effective date of appointment: 5/7/01 projected through 5/31/01

PAYROLL DATA:

Check Appropriate area:     Hourly Rate \$ \_\_\_\_\_     Percentage: % \_\_\_\_\_    Units Verified \_\_\_\_\_ by \_\_\_\_\_     I-9

Account To Be Charged: 8011      Worker's Comp Code: 8868      Hours Per Week 32

LICENSE/CERTIFICATES/PERMIT REQUIRED (If applicable) Child Development Permit

Bev Vargish  
Supervisor Signature

5/1/01  
Date

CONDITIONS OF EMPLOYMENT:

TERMS:

The fact that an employee's appointment is projected to last through a particular date does not mean that the employee has a contractual or other legal right to employment through that date. To the contrary, continuation of employment with the Associated Students is always dependent on the employee's performance and/or the needs of the department. The Associated Students maintains a strict policy of "at will" employment with respect to both the duration and the terms and conditions of the employment relationship. This means that the Associated Students reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, at will, with or without cause or prior notice. This policy of "at will" employment is not subject to change and includes but is not limited to appointment, reappointment, promotion, demotion, discipline, and termination. Temporary appointments are appointed for a projected period of no more than one year at a time, with the appointment automatically expiring not later than the end of the fiscal year for Associated Students employees.

(Conditions of Employment continue on back)

I certify that I have read and agree to all terms and conditions herein contained. I further understand and agree that this Agreement represents the entire agreement and understanding between the Associated Students and me with respect to the matters set forth herein, and that this Agreement supersedes any prior agreements, promises, understandings or negotiations regarding these subjects. No change to or modification of this Agreement shall be valid or binding unless it is in writing and signed by the Associated Students Director of Human Resources or designee within the Associated Students, Human Resources office. I understand that in order to be eligible for the student FICA (Social Security) exemption, I must be a full-time student enrolled in six (6) units or more and may not work more than 20 hours per week.

[Signature]  
Employee Signature

5/1/01  
Date

Any work performed prior to receipt of this approval is not authorized and may not be paid.

This appointment has been reviewed and approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

Human Resources Only  
ABRA [ ] Date: \_\_\_\_\_ By: \_\_\_\_\_  
Payroll: [ ] Date: \_\_\_\_\_ By: \_\_\_\_\_

**Conditions of Employment**  
(Continued from front)

As a Temporary Appointment employee you are subject to the limitations and conditions of employment as noted: A temporary appointee is not eligible to receive or earn sick or vacation pay, merit increases or continuing employee status. Temporary Appointees are eligible to participate in disability, unemployment and Worker's Compensation insurance benefits. Hourly personnel who are required to work on an Associated Students recognized holiday are to be compensated on a time and one-half basis. These holidays are New Year's day, Martin Luther King's birthday, President's birthday, Memorial day, Fourth of July, Labor Day, Thanksgiving Day and Christmas. Personnel who work in excess of eight (8) hours in one day or forty (40) hours in one week are to be compensated on a time and one-half basis.

**Timecards:** For attendance and wage purposes you are required to submit a completed "timesheet" or 'Hourly Payroll Voucher'.

**Access:** Voice mail, computers, computer networks, electronic mail, offices and desks are provided to employees of the Associated Students for business purposes only. The Associated Students therefore reserves the right to access any and all of these business appliances with or without notice. Supervisors should be provided with all codes or keys necessary to easily access voice mail, computers and all computer files, electronic mail, desks and offices.

**Policy Against Unlawful Harassment:** The Associated Students, Inc. is committed to providing a work environment that is free of sexual harassment as well as other unlawful employment harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, physical or mental disabilities, or veteran status.

**Policy Against Drug and Alcohol Abuse:** The Associated Students Inc. prohibits the abuse of drugs and alcohol which includes the use, transfer, possession, distribution, sale or being under the influence of alcohol or illegal drugs while on duty, while on the Associated Students Inc. premises or while operating a vehicle owned or leased by the Associated Students Inc.. In order to enforce this policy, the A.S. reserves the right to test its applicants and employees for drugs and/or alcohol at it's discretion. This does not prohibit the limited use of alcohol at social or business functions sponsored by the Associated Students Inc. where alcohol is served.

**This Temporary Agreement must be submitted to Human Resources a minimum of two weeks before effective date.**

**DISTRIBUTION**

Copy 1 – Human Resources  
(With Attachments)

Copy 2 – Supervisor

Copy 3 – Employee