



California State University, Fullerton • TSU 227 • 800 N. State College Blvd. • P.O. Box 6828 • Fullerton, CA 92834-6828

Alicia Espinoza
[Redacted Address]

November 22, 2005

Re: Offer of Employment

Dear Alicia:

I am pleased to offer you the position of AR/AP Accounting Tech II, effective January 1, 2006.

For your reference, I have attached a job description which outlines the specific duties for the position we are offering you.

1. Your responsibilities will be those outlined in the enclosed job description.
2. You are classified as Non-Exempt and your hourly compensation will be in the amount of \$18.77, which is semi-monthly \$1627.50.
3. A Performance Review will be conducted at the end of the 90 day period. You are required to know and understand the Accounts Receivable portion of the position by the end of this 90 day period. You are currently familiar with the Accounts Payable duties and the Bi-Tech accounting system. Completion of the Introductory Period does not guarantee continued employment for any specified period of time.
4. As indicated in our policies, 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 10 hours of vacation and 8 hours sick leave per month. You continue to be eligible to participate in the health, dental, and vision insurance programs.
6. Although your initial assignment is in Accounting, you may be transferred to another department as business needs shall dictate.
7. Following our receipt of your acceptance, your employment shall commence on January 1, 2006. Please report to the Human Resources department and see Laura Brown.

If you agree with and accept the terms of this offer of 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 as the AR/AP Accounting Tech II.

Sincerely,

Fred J. Sanchez
Executive Director

Accepted by: _____

Date: _____

CC:

Laura Brown, Director Human Resources