

Elizabeth Valenzuela

April 27, 2023



Dear Elizabeth,

I am pleased to offer you an extension of the temporary position of Office Coordinator in the Building Engineering department at Associated Students, Inc., California State University, Fullerton. You will report to David Pantoja, Director, Building Engineering and Facilities. Your assignment will end on Wednesday, May 31, 2023.

In this non-exempt temporary role, your hourly compensation rate will be **\$24.00**. You will be classified as a non-exempt temporary 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.

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 beginning on the first day of the month following your start date. You will also participate in CalPERS Retirement at Tier 3, where 7.75% of your wages will be deducted from your paycheck on each pay date. The current PEPRA calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.

Our office hours are 8:00 AM to 5:00 PM Monday through Friday. Your scheduled hours will be determined by your immediate supervisor. You are required to take at least a thirty (30) minute unpaid lunch break, to begin by the end of the 5th hour of work. You are also entitled to two (2) ten (10) minute paid rest breaks per eight (8) hour shift. The timing of those rest breaks should be agreed upon between you and your immediate supervisor.

Our offer to employ you as a temporary employee is contingent upon your submission of satisfactory proof of your identity (photo ID), and your legal authorization to work in the United States. A list of acceptable documents to verify your identity and your authorization to work in the United States can be found by visiting <http://www.uscis.gov/i-9-central/acceptable-documents>. Failure to provide sufficient proof of identity and work authorization may delay your start and could potentially invalidate this offer of employment.

Some positions at Associated Students, Inc., California State University, Fullerton may require a criminal background investigation and LiveScan. If you would like more information regarding the background investigation prior to accepting this position, please contact your department supervisor or the Human Resources office.

Although your initial assignment is stated above, you may be transferred to another position or department as business needs shall dictate.

As indicated on the application, your employment will be at-will, meaning you are free to leave Associated Students, Inc., California State University, Fullerton at any time, without cause and/or notice, and Associated Students, Inc., California State University, Fullerton likewise reserves the same right to terminate the employment relationship at any time, with or without cause and/or notice. Only the Executive Director has authority to enter into any agreement for employment.

If you agree with and accept the terms of this employment, please sign below and return this letter to our



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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 assignment with Associated Students Inc., CSUF successful and enjoyable, please don't hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

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

CC: Andrea Okoh, Human Resources Director

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, Inc., California State University, Fullerton and I 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 ASI Human Resources Director or designee within the Associated Students Inc., CSUF 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 twenty (20) hours per week.

Accepted by: _____ Date: _____