DRAFT ONLY

DATE

«FirstName» «LastName»

«Address1»

«City», CA «PostalCode»

Dear «FirstName» «LastName»:

I am pleased to offer you an appointment as an Instructional Student Assistant in the Department of «Department» at California State University, Los Angeles. This is an offer for the Spring 2023 semester that begins 1/19/23 and ends 5/30/23. This offer is contingent on obtaining the Authorization to Work from the Career Center and work may not begin until that authorization is obtained and presented to the employing department/division.

Your assignment consists of 10 hours per week and for training held prior to the semester (2-4 hours). Instructional Student Assistant (ISA) must be enrolled in a degree program and/or certificate program and may be employed 0-20 hours per week during the academic term or no more than 40 hours per week during semester breaks.

The salary for this service is $16.20 per hour. Employee hours worked must be submitted in Time and Labor by the last day of each month, and paychecks are issued within two weeks the following month. Deductions will be made for federal and state withholding. This appointment automatically expires on the date listed above and carries no guarantee of appointment in any subsequent semester.

In accordance with state and federal law you are required to provide documentation attesting to your identity and legal right to work in the United States, sign the loyalty oath on the Appointment/Change form, and complete tax related information concerning deductions on the Student Payroll Action Request form in the Career Center located in Building 17. If you are here on a student (or visiting scholar) visa, you need to obtain a Campus Employment Verification form please consult the Office of International Programs in the Golden Eagle Building, Room 211.

Beginning January 1, 2022, campuses may not hire or reappoint an Employee to perform CSU-related work outside of California. Requests for exceptions are very limited based on CSU Policy and must have prior written approval from the University President.

The terms and conditions of this appointment are covered by the collective bargaining agreement between the CSU and the UAW. For further information please refer to the following website: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit11-uaw.aspx>.

In addition, UAW Local 4123 may be contacted at: <https://www.uaw4123.org/home>

Should you have any questions regarding your offer or terms of this appointment, please do not hesitate to call or email (INSERT CONTACT INFORMATION HERE).

Please inform me in writing within **fourteen days** from the date of this letter whether or not you are willing to accept this offer and the conditions noted by signing and returning this letter to me.

The faculty and administration join in expressing our welcome to you as a member of the campus community, and we look forward to a pleasant association with you.

Sincerely,

Hiring Supervisor NAME/TITLE

cc: Career Center (studemp@calstatela.edu)

Department

File

**\_\_\_\_\_\_ I accept this offer of work**

**\_\_\_\_\_\_ I do not accept this offer of work**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_