

APPOINTMENT NOTIFICATION

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~~Section 1. Offer Letters. Hiring units shall issue offer letters no later than fourteen (14) days prior to the beginning of an appointment. A student worker may request an earlier start date. Hiring may not be contingent on a student worker agreeing to work before fourteen (14) days after being given an offer letter. For jobs that typically require specialized training, will therefore require more advance notice (jobs include resident assistants, enrollment, and ambassadors) offer letters shall be issued no later than five (5) months prior to the beginning of an appointment. Departments will provide written an offer letter to confirm each appointment or reappointment. The letter may be provided in electronic form. Offer letters shall include the following information:~~

1. ~~Position Description~~
 - a. ~~Supervisor, assigned course/lab/project, and location if known~~
2. ~~Minimum, maximum, and expected weekly hours~~
3. ~~Start Date~~
4. ~~End Date~~
5. ~~Stipend/Wages~~
6. ~~Any other information included in the Appointment Letter (listed in Section 3) that is known at the time~~
7. ~~Any trainings or certifications required before starting work~~
8. ~~Minimum qualifications~~
9. ~~Preferred qualifications~~
10. ~~Deadline to accept position offer~~

~~Section 2. Appointment Letters. The University will provide a written appointment letter to confirm each appointment or reappointment. The letter may be provided in electronic form. Hiring units shall issue appointment or reappointment letters immediately after appointment decisions are made.~~

~~Section 3. Appointment Letter Content. The letter confirming appointment or reappointment will include the following information:~~

1. ~~Job title~~
2. ~~Minimum and, if applicable, maximum expected weekly hours~~
3. ~~Start Date~~
4. ~~End Date~~
5. ~~Whether there is a possibility of appointment extension or renewal, and general criteria for renewal~~
6. ~~Hiring unit and supervisor~~
7. ~~Summary of the general nature of required duties~~
8. ~~Trainings (if applicable)~~
9. ~~Work location, including, if applicable, policies relating to in person or remote requirements~~
10. ~~If applicable and known, assigned course, lab, or research project~~

- 45 ~~11. Stipend/wages~~
- 46 ~~12. Applicable benefits, including health insurance if the position includes covered health~~
- 47 ~~insurance~~
- 48 ~~13. Health insurance contact information (if relevant)~~
- 49 ~~14. Tuition and fee waiver or exemption information~~
- 50 ~~15. Response requirements, if any~~
- 51 ~~16. A statement that the position is covered by this Agreement~~
- 52 ~~17. Web address/hyperlink to the current Agreement, and~~
- 53 ~~18. Web address/hyperlink to the Union's website~~
- 54 ~~19. Source of funding.~~
- 55 ~~20. Job Descriptions (see Section 5 below)~~
- 56

57 **Section 25. Job Position Descriptions.**

58 The University shall provide student workers with job-position descriptions, which will include:

- 59 1. Position Title
- 60 2. Department, Unit, or School
- 61 3. Supervisor(s) and contact information
- 62 4. Assigned course, lab, or research project (if applicable)
- 63 5. Effective dates, including start and end dates
- 64 6. Reappointment criteria and process (if applicable)
- 65 7. Work location, including remote work arrangements if applicable
- 66 8. ~~Minimum qualifications~~
- 67 9. ~~A description of the specific duties, expectations and goals for the position~~
- 68 10. Expected hours per week, ~~which may be a limited range~~ including minimum and/or
- 69 maximum hour requirements
- 70 11. ~~Minimum rate for wages/salary~~ Compensation
- 71 12. A statement that this position is covered by this Agreement and a link to the current CBA

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73 ~~If the duties included~~ any information in the position description is changed, the new updated

74 position ~~expectations~~ description will be provided to the student worker in writing as soon as

75 practicable.

76

77 **Section 3. Notice Period.** Hiring units shall issue offer or reappointment letters as soon as

78 possible after appointment decisions are made, but no later than fourteen (14) days prior to the

79 beginning of the appointment. The fourteen (14) day requirement may be waived in instances

80 when an earlier start date is mutually agreed upon. Apart from the exceptional situation where

81 an earlier start date is operationally necessary and communicated early in the hiring process,

82 Hiring may not be contingent on a student worker agreeing to work before fourteen (14) days

83 after being given an offer letter.

84

85 For jobs that assign specific courses or labs, those assignments also follow this notice period.

86 Position description shall include specific expectations of the supervisor.

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88 Initial offer letters for Resident Assistants shall be issued no later than April 30th.

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90 **Section 4. Appointment Term and Renewal.** Any student worker who has not been terminated
91 for just cause or disciplined for repeated violation of policies/guidelines shall, if willing, be
92 reappointed for the same position. If a student worker takes a term off they are allowed to come
93 back to their job the following term without needing to reapply. If a student worker has previously
94 held a student worker position and then chooses to reapply to be a student worker, they shall be
95 given consideration in hiring procedures.

96

97 Where appointments have the possibility of extension or re-hire, student workers will be
98 informed at the earliest possible date of the timeline for rehire or reappointment decisions and
99 any required process steps. This provision applies to positions that resume with a gap in
100 academic term. If the end date of an appointment is not clearly known when hired, the student
101 worker will be informed of the appointment end date as soon as practicable and no later than
102 thirty (30) days before the appointment ends.

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104 ~~**Section 6. Information on Funding Sources.** Where applicable, the University will provide as~~
105 ~~part of the appointment letter current, up-to-date information about the grant(s) and/or funding~~
106 ~~source(s) impacting a student worker. This will include at least the following details on all~~
107 ~~submitted and in-development funding proposals:~~

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~~1. Grant name~~

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~~2. Nature of topic~~

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~~3. Principal Investigator (PI)~~

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~~4. Total amount~~

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~~5. Line items and amounts that will likely impact the student worker~~

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~~6. Duration~~

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~~7. Funder~~

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~~8. Grant application status~~

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~~9. Expected timelines for grant decisions and effective date if approved~~