

ARTICLE 3

EMPLOYMENT APPOINTMENT LETTER

Section 1. Prior to the start of the appointment, the University shall provide an employment appointment letter to salaried SWs, sent via email to the SW's email address. This letter shall be sent within a reasonable period of time in advance of the appointment starting date, preferably no later than 60 (sixty) days prior to the commencement of employment, recognizing that some departments and units may not be in a position to send such a letter that early due to uncertain enrollments or funding or other legitimate reasons. In such cases, the department or unit will send out the letter as soon as reasonable prior to the appointment starting date or commencement of the SW's work.

SWs employed on an hourly basis will receive an employment appointment letter prior to the commencement of their work ~~or as soon thereafter~~ as is reasonable under the circumstances.

A template appointment letter is provided in Appendix XX.

Section 2. The letter of employment appointment shall include the following information:

1. Employment appointment title(s).
2. Effective starting date of the employment appointment and, if known, the termination date for the appointment.
3. The Employment unit contact and the faculty member(s) or the supervisor(s) to whom the SW will report.
4. For teaching appointments, the name of the course; the approximate number of students for which the SW will be responsible; a description of the required duties, including: leading sections, holding office hours, grading assignments, attending lectures, etc. If known at the time of the employment appointment letter, any scheduled meetings or trainings.
5. For research appointments, the type of research (eg. computational, wet lab, theory); the broad research directions; any other lab duties, including: washing glassware, maintaining equipment, teaching and mentoring lab members, other maintenance duties, etc. If known at the time of the employment appointment letter, any scheduled meetings or trainings; and procedures for evaluation, if any.
6. For all other employment appointments, a brief description of required duties; including required meetings and trainings; and procedures for evaluation, if any.
7. Work location (i.e. remote location or which campus and, if known, building and room).
8. Expected work schedule, including course meeting times and locations, if applicable. The parties recognize schedules and locations may change prior to the start of the semester or term. Where applicable for hourly SWs, any cap on the number of hours.
9. Pay classification as described in Article 2, Titles and Classifications.

10. Amount of compensation or hourly pay rate.
11. A list of the benefits provided in this contract, including direct links to any relevant benefits applications.
12. Any additional bBenefits related to this employment appointment, if different from those described elsewhere in this contract.
13. Response requirements, if any.
14. A statement that the position is covered by this collective bargaining agreement and a copy of the Union and University's jointly-drafted notice informing the SW of their obligation to join the union or pay agency fees, as specified in Article 31.
15. A statement that the appointment is covered by Article 4 of this contract, and a plain language summary of the appointment security protections it entails to be agreed upon between the Union and University.
16. Union mailing address, phone number, ~~and~~ website address, and a link to the Union workplace issue form.

If any of this information is not known at the time of notification, the SW will be informed as soon as is reasonable under the circumstances.

Section 3. All employment appointment letters will include a FERPA Communication and FERPA Release Form, and online links to the same, as set forth in Article 18, Union Access and Rights.