Example Additional Employment/16th Unit Letter



August \_\_, 2020

XXXXXXX

Mailing Address

City, State, Zip Code

Dear XXXXX:

I am pleased to offer you an additional appointment/16th Unit for the Fall 2020 semester as a part-time temporary lecturer at California State University, San Bernardino (CSUSB) in the Department of College of Social and Behavioral Sciences.

# *New Classification for Faculty Additional Employment/16th Unit*.

Pursuant to the January 6, 2015 MOU reached between the CSU and the CFA, the CSU has created a new classification (job) code, 2403, intended to be used to appoint full-time faculty unit employees to additional employment that meets the criteria in Article 36 of the CBA between the CSU and the CFA.

# Below is your additional teaching assignment for the Fall 2020. For salary information, please refer to the attached compensation worksheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Appt Level:** | Lecturer - FAC-ADD EM | **Class (Job) Title:** | Faculty Additional Employment/16th Unit |
|  **Class (Job) Code:** | 2403 | **Units:** | 1.00000 |  **Fraction:** |  1/15  |

**Teaching Assignments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class** | **Subject** | **Course** | **Section** | **Description** | **WTU** |
|  |  |  |  |  | 1.000000 |

# Part-time faculty are limited to a total time base of 1.0 if teaching in multiple departments at CSUSB. This limit is 1.25 if teaching at more than one CSU campus. To ensure impropriety of state funds does not occurs, please immediately let your department office know if you will be teaching in another department at CSUSB or if you have an appointment or will be teaching at another CSU campus. If applicable, CSUSB may reduce the total additional employment not to exceed twenty-five percent (25%) overage.

Pursuant to Provision 12.5 of the Collective Bargaining Agreement (CBA), part-time temporary appointments are conditional appointments contingent upon university funding and the enrollment in your particular classes, as well as overall university enrollments.

Based upon the requirements set forth above, the attached salary cited in this appointment letter may not be realized if the university finds it necessary to reduce or cancel your appointment.

This appointment expires at the end of the Fall 2020 semester. This does not establish consideration for subsequent appointments or any further appointment rights. No other notice of expiration of the appointment shall be provided.

You are expected to be available to students for discussion of matters related to instruction before and after class. Additionally, your office hours must be given to your department office and your students must be formally notified by you of these hours. You are expected to provide course information and course materials to students on Blackboard. Moreover, in case of emergencies, including partial or full campus closures, you may be asked to receive training on and switch to alternative modalities of instruction.

This appointment letter, the California Education Code, and the Collective Bargaining Agreement (CBA) between the Board of Trustees of the California State University (CSU) and the California Faculty Association govern

the terms and conditions of your appointment and service.

This is a message from your union “You are represented by the California Faculty Association, a union of 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>.”

If you accept this offer, please sign a copy of this letter and return to your department office within 5 days of receipt of this letter.

We greatly appreciate the contributions of our part-time faculty to our university and hope your experience here will be stimulating and rewarding. If you have any further questions regarding your appointment, please contact your department office.

Sincerely,

*Dean’s Name*

Dean's Office

**Acknowledgements**

Due to the Federal Omnibus Act of 1990 we must inform the University Payroll Office if you are currently contributing to the State Public Employees Retirement System (PERS) through another state agency. If you are not currently contributing to or retired from this system, this act requires a mandatory 7.5% tax deduction from your monthly paycheck. This is known as a Safe Harbor Retirement Plan for employees who do not qualify for full Social Security coverage with PERS. Additional information is available in Human Resources at (909) 537-5138.

I am currently a member of PERS: [ ]  I am Retired from PERS: [ ]  I have never been a member of PERS: [ ]

Article 36 of the Collective Bargaining Agreement requires you to notify CSUSB if you have *any other* CSU employment including work on a grant or as a special consultant. Pursuant to the January 6, 2015 MOU reached between the CSU and the CFA, the CSU has created a new classification (job) code, 2403, intended to be used to appoint full-time faculty unit employees to additional employment that meets the criteria in Article 36 of the CBA between the CSU and the CFA.

Additional employment appointments may be made up to a time base of 25% of full time during the full-time faculty unit employee’s work year. In addition, 10- month or academic year employees may be appointed up to full time outside of the work year, such as during break periods between academic terms. Appointments in this classification are temporary status, do not accrue vacation credits, sick leave, or other leave entitlements, nor is compensation pensionable.

Other CSUSB employment: Yes [ ]  No [ ]

Describe: Units/Hours(WTUs) FTE Fraction

Other CSU employment including Auxiliaries? Name of campus

Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Units/Hours (WTUs) FTE Fraction

**I ACCEPT THE ABOVE APPOINTMENT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Print name**

**Signature Date**