

**University proposal
12-2-19**

Article ____

EMPLOYMENT APPOINTMENT LETTER

Section 1. All employment appointments are at the discretion of the employing unit.

Section 2. 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 45 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.

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.

Section 3. The letter of employment appointment shall include the following information:

- A. Employment appointment title(s).
- B. Effective starting date of the employment appointment and, if known, the termination date for the appointment.
- C. The Employment unit contact and the faculty member(s) or the supervisor(s) to whom the SW will report.
- D. For teaching appointments, the name of the course; the approximate number of students for which the SW will be responsible; a brief description of the required duties, including: leading sections, holding office hours, grading assignments, attending lectures, etc.
- E. For all other employment appointments, a brief description of required duties; including required meetings and trainings; and procedures for evaluation, if any.
- F. Work location (i.e. which campus and, if known, building and room).
- G. 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.
- H. Pay classification as described in Article xxxx.
- I. Salary, stipend, or hourly pay rate/wages.
- J. Benefits related to this employment appointment, if different from those described elsewhere in this contract.
- K. Response requirements, if any.
- L. A statement that the position is covered by this collective bargaining agreement.
- M. Union mailing address, phone number, and website address.

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 4 The initial employment appointment letter will also include a FERPA waiver in accordance with Article – Union Access.