To: Business Officers and Academic Personnel Analysts
   (via SBADM-L)

From: Cindy Doherty, Director, Academic Personnel

Re: Updated Appointment Form Letters for Academic
    Student Employees (ASEs)

The appointment form letters for Academic Student Employees (ASEs) have been
updated to reflect changes required by the newly ratified contract between the University
and the UAW. Changes include:

- Resources for ASEs that require access to all-gender restrooms and lactation
  support
- Reference to new Article - Reasonable Accommodation process
- Link to Childcare Reimbursement and eligibility information
- Statement that ASE may contact UAW for assistance with matters covered in the
  CBA
- First time ASE UAW mandatory orientation details
- Update to Article 27 – ASE information released to the UAW each quarter

The form letters are available on the Academic Personnel web site, in the Resources for
Department Analysts/Graduate Student Appointments/Sample letters section (or directly
here). The updated form letters starting immediately. Letters already issued do not
need to be reissued. Questions may be directed to Billy Ko at billy.ko@ucsb.edu or
x4441. Please forward this information to others in your department as appropriate.

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Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu