

November 26, 2018

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](mailto:billy.ko@ucsb.edu) or x4441. Please forward this information to others in your department as appropriate.

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