**NOTICE OF APPOINTMENT LETTER**

**GRADUATE STUDENT RESEARCHERS**

**(Last Revised March 2025)**

**Date:**

Dear **[Name of Appointee]**

Congratulations! This letter constitutes your Written Notice of Appointment as a Graduate Student Researcher (GSR) – **[Job Code(s)]** in [**Department, Program, or Unit name]**. The effective service period dates of your appointment will be [**Start and End Date Dates].** You will be reporting to **[Supervisor Name]** at **[Location of Worksite**].

**Work Assignments**

GSRs are assigned general job duties and responsibilities which can be reviewed on the General Position Description (Appendix A) and General Expectations (Appendix B) forms.

**[Select one of the following and remove the non-applicable statement]**

* Additionally, you will be assigned the following job duties indicated on the Descriptions of Duties checklist (Appendix C).
* Additional job duties will be assigned as indicated on the Description of Duties checklist (Appendix C) which will be provided to you prior to the start of your appointment.

**Wages and Fee Remissions**

You will receive a monthly salary of $**[Monthly Rate]** at **[Salary Point #]**,pro-ratedat **[FTE%]**. **The** [**pay period**](https://ap.ucsb.edu/compensation.and.benefits/) **is concurrent to the service period dates of appointment.** Salary increases may apply per the Wages Article in the Collective Bargaining Agreement (CBA).

GSR salary points are established on Salary Table 22 and can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>.

Eligible graduate student employees hired into a GSR appointment(s) at 25% time or more, are entitled to remission of the UC Student Health Insurance Plan (UC SHIP) premium, a partial fee remission of 100% of the tuition and student services fees, and other applicable benefits as set forth in the Fee Remission Article of the CBA. GSRs appointed at 35% time or higher shall receive full fee remission. For additional information regarding quarterly fees and fee remission, please visit: <https://www.graddiv.ucsb.edu/fees-costs>.

GSRs hired from the self-supporting graduate programs are not eligible for fee remissions greater than the state-supported equivalent rates.

The salary and remissions quoted above are consistent with the terms of the current CBA.

**Leaves of Absences**

Leaves of absences, including short-term and long-term leave, are governed by [the Leaves Article in the CBA](https://ucnet.universityofcalifornia.edu/wp-content/uploads/labor/bargaining-units/bx/docs/bx_18-leaves_2022-2025.pdf). Requests for any leave of absence must meet the eligibility criteria, and in some cases, must be approved by your PI/Supervisor or department in advance. Requests for any leave of absence must be in accordance with Leaves Article and the University’s policies and procedures. More information can be found on the [GSR Leaves from Employment Chart](https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/ASE.and.GSR.Leaves.from.Employment.Chart.March.2024.pdf).

**Personal Time Off**

Eligible GSRs shall have the ability to request the use of **[\_\_\_]** Personal Time Off (PTO) days, in accordance with the [Personal Time Off Article in the CBA](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html).

**Reporting in Time and Attendance System**

You are responsible for honestly and accurately reporting the use of any PTO or leaves of absences on the appropriate leave-reporting form and/or through [the UCSB Electronic Timekeeping procedures](https://www.timekeeping.ucsb.edu/frequently-asked-questions) **(See FAQs/How do I enter my time?)**. Failure to report an absence from work in any circumstance may result in an overpayment of public or research funds requiring your repayment. Submitting erroneous information in the time and attendance system will be subject to your submission being overridden and pay withheld for the time not worked. Failing to accurately report leave in any way and receiving an overpayment of funds is a serious violation of university policy that may result in disciplinary action, up to and including dismissal. **If you have no absences or leave to report, you must still submit a timecard acknowledging no absences or leave to report by the** [**submission deadline**](https://www.timekeeping.ucsb.edu/timekeeping-calendar).

**Academic Eligibility Standards**

Per University policy, your employment eligibility is contingent upon being a registered student in good academic standing during the same employment quarter. Please refer to Red Binder/Student Academic Titles, Section -IV- 1 for additional information on employment eligibility at: <https://ap.ucsb.edu/policies.and.procedures/red.binder/table.of.contents/>

**Represented Position**

Your position is covered by the CBA between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). A copy of the CBA is available at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html>. The University is required to release names and department addresses of all GSRs to the UAW each academic term. A UAW membership election form can be found at: <https://uaw2865.org/join/>.

**Employment Standing**

This offer of employment is contingent on remaining in good employment standing. Appointments are dependent on maintaining satisfactory performance and adherence to the provisions of the collective bargaining agreement, including, but not limited to No-Strikes, Non-Discrimination, and Respectful Work Environment articles as well as University policies, procedures, and conduct standards applicable to your position. More information on such University policies can be found here: <https://www.policy.ucsb.edu/index.php>.

**New Employee Orientation**

The UAW will host a mandatory 30-minute UAW orientation for all new GSR employees following the end of the mandatory Fall Quarter Campus-Wide Orientation. Additional information regarding registration can be viewed at <https://otl.ucsb.edu/graduate-students/new-tas>. Registration begins in early August.

The UAW will also host a mandatory 30-minute UAW orientation for all new GSRs hired before the Winter and Spring Quarters. Additional information will be issued at a later time.

**Employment File**

The University of California will establish and maintain a file that will contain information related to your employment. New material may be added to your file over the course of your employment. Should you wish to review your employment file, please contact [**Department Administrator Name and Contact Information]**.

**Childcare Benefit**

GSRs with an eligible appointment shall be eligible to participate in the Childcare Reimbursement Program in accordance with the Childcare Article in the CBA. Information and related forms can be found at: <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/> see Benefits/ASE and GSR Childcare Reimbursement Program.

**Accommodations**

GSRs who are disabled or become disabled should notify their Supervisor or Hiring Department to request reasonable accommodations with HR Employee Services at: <https://www.hr.ucsb.edu/hr-units/employee-services/workplace-accommodations>, in advance of their start date or any time during their appointment, in accordance with the [Reasonable Accommodation Article in the CBA](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html).

Please contact your Hiring Department as soon as possible after receiving this letter if you anticipate a need for access to a lactation room, all-gender restrooms or a reasonable accommodation during the course of your appointment. For additional information, please see the [Non-Discrimination in Employment Article in the CBA](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html). Information regarding the availability for lactation support can be found on the Human Resources website at <https://www.hr.ucsb.edu/hr-units/employee-services/lactation-support-program>.

**Work Authorization**

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

**COVID-19 Policy**

As a condition of employment, you will be required to comply with the [University of California Policy on Vaccination Programs](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy) , as may be amended or revised from time to time.  Federal, state, or local public health directives may impose additional requirements.

**Employee Misconduct Disclosure (SB 791 and AB 810)**

This offer is contingent upon you clearing an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct and provide information related to investigations and appeals.

**Direct Deposit**

Please note that direct deposit information in UCPath expires 60 days following an employee’s separation date and is not reactivated upon reappointment. **By default, employees will receive a paycheck mailed to their current mailing address listed in UCPath.** All employees who are rehired or reappointed are encouraged to review their direct deposit information regularly via UCPath in order to avoid any delays in processing your paycheck.

Please sign and date below to indicate you understand and accept the terms of your appointment and return one copy to [**Department Administration Name and Contact Information]**, your hiring contact. Failure to return a signed letter by **[Deadline Date]** constitutes rejection of this offer**.**

I wish you much success as a Graduate Student Researcher and on behalf of the University I thank you for assuming this important responsibility.

Sincerely,

**[Head of Hiring Department, Program, or Unit]**

Attachments: Appendix A – General Position Description

Appendix B – General Expectations

Appendix C – Description of Duties Checklist **[Indicate if it will be provided at a later time]**

Cc: Employment File

For Graduate Student Researcher:

I have read and accept the terms of the appointment given in this letter.

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Name Signature Date