



Human Resources

One Washington Square  
San José, CA 95192-0046

TEL: 408-924-2250  
FAX: 408-924-2284  
hrsg@sjsu.edu

**The California State  
University:**

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Bakersfield  
Channel Islands  
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Fullerton  
Humboldt  
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San Marcos  
Sonoma  
Stanislaus

September 22, 2017

Meenakshi Paryani  
655 S Fair Oaks Ave, H113  
San Jose, CA 94086

Dear Meenakshi:

Congratulations and welcome to San José State University!

We are pleased to offer you the position of Java Developer Intern, in the Enterprise Solutions department.

Your start date is October 4, 2017. You will report to James Anderson , IT Student Success Project Manager, who will direct your day-to-day work and provide input towards your performance evaluations. Your Appropriate Administrator is Joel Johnson, Director Web and Campus Applications, who is responsible for your overall performance.

This is an hourly temporary appointment, not to exceed 20 hours per week, in all concurrent jobs during an academic term, ending on or before August 1, 2018. Temporary appointments may be terminated at any time based on departmental or organizational needs, lack of work, lack of funds, unsatisfactory performance, or other appropriate reasons.

This position is classified at the level of Management Intern. Employees in this classification are covered under the Confidential Employees Program Guidelines.

Your initial compensation in this position will be \$15.00 per hour. This position is non-exempt from overtime provisions of the Fair Labor Standards Act (FLSA).

You will accrue vacation at the rate of 16 hours and sick leave at the rate of 8 hours for every 160 hours worked. You are entitled to 13 official holidays (designated and rescheduled) and one personal holiday per calendar year. Holiday pay is proportionally based on the total hours worked during the pay period in which the holiday occurs.

Per the Affordable Care Act (ACA), working 130 hours or more in a month grants you eligibility for enrollment in a CSU health (medical only) plan sponsored by CalPERS. You have 60 calendar days from your start date to enroll. Medical coverage is effective on the first of the month following enrollment. You are covered by the University's Workers' Compensation program. Should a work-related injury occur, please notify your Appropriate Administrator immediately



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Under the Immigration Reform and Control Act of 1986, you have three business days from your start date, to submit proof of U.S. citizenship or other documentation, verifying you are authorized to work in the United States.

If you have any questions, please contact me at (408) 924-2143 or by email at Tony.Garcia@sjsu.edu.

We are excited for you to join the Spartan community!

Sincerely,

A handwritten signature in black ink that reads "Tony Garcia". The signature is written in a cursive, flowing style.

Tony Garcia  
Sr. Compensation Analyst

Cc: Joel Johnson, Director Web and Campus Applications  
Susan Kintana, Manager, Planning and Operations  
Personnel File

To accept this offer of employment, please sign and date below, and return this letter two business days after receipt.

DocuSigned by:  
A handwritten signature in black ink that reads "Meenakshi Paryani". The signature is written in a cursive, flowing style.

9/25/2017

Meenakshi Paryani

Date