

2017-06-09

Dear Mr.Samuel Terefe,

I am pleased to welcome you to the teaching staff of this year's UC Berkeley Summer Sessions program. The details of your teaching assignment are on the following page.

Because payments are scheduled by a summer-only method, we are unable to issue advances. The attached Agreement Form is uploaded to the Summer Sessions system by following the instructions on the form. Time sheets must be submitted to Campus Shared Services (CSS) monthly. You will be given a customized time sheet including deadlines and instructions from CSS-payroll. For your reference, a sample time sheet is attached. You may also be contacted by our Campus Shared Services-HR department if there are additional HR forms needed. To ensure timely payments, please complete all necessary employment forms before the beginning date of your assignment .

Please note that there are important conditions listed in Attachment A. Attachment B is a list of general duties that you may be required to perform. Contact your department or supervising faculty for clarification of your specific duties.

Your appointment is not approved and will not be processed until Summer Sessions receives the signed Agreement Form accepting the terms of employment.

If you have any questions regarding this invitation and the Agreement Form, you may contact your department, or call Summer Sessions HR at (510) 643-0744.

A handwritten signature in black ink, appearing to read "Rick Russo", with a long horizontal flourish extending to the right.

Rick Russo, MBA, CPA
Dean, Summer Sessions, Study Abroad & Lifelong Learning

2017-06-09

Mr.Samuel Terefe

AGREEMENT FORM

The following is your 2017 summer agreement information. Please keep a copy of the signed agreement for your records and upload the scanned PDF copy to the Summer Sessions system by the following the instructions below. The position being offered is covered by a collective bargaining agreement between the University of California and the United Automobile Workers (UAW). A copy of the complete agreement can be found at:

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_000_complete.pdf. Furthermore, the collective bargaining agreement terms require release of your name and department address to the UAW. Please note that pursuant to Article 10 of the collective bargaining agreement, material may be added to your personnel file during the course of your employment. Contact the department if you wish to review materials in your personnel file.

Summer Title:	STDT 2
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Course information		Compensation	
Department:	Engineering - Computer Science	% of time working:	50
Dept Chair/ Dean:	James Demmel	HRLY rate:	15.00
Session:	C-2017		
Session Dates:	2017-06-19 - 2017-08-11		
Course:	61A	ex. 50% = 20 hrs/week	

You are expected to advise your supervisor as soon as you perceive your assignment might exceed the assigned workload maximum and you must obtain advance written permission from your supervisor before working hours beyond the number of hours defined for your appointment. In addition, at no time should you continue to work beyond eight hours in a day.

Email: sambryo@berkeley.edu

Phone: _____

CONFIRMATION OF ACCEPTANCE OF APPOINTMENT

Please acknowledge receipt and acceptance of the terms of this appointment (including Attachments A and B) by printing a copy, signing it, and dating it appropriately. Scan the signed copy into a PDF. Go to <https://mysummer.berkeley.edu/hire/loginHire.php> Enter your name and email as on this letter, then click Login. After logging in, upload the PDF of the signed agreement. You may also update your email address and daytime phone number at that time. Please upload your signed agreement no later than two weeks before the start of your first session.

Individuals who accept appointments are acknowledging that they meet the requirements to fulfill the offered position.

I agree to the terms of employment stated in the Agreement Form and Attachments A and B.

Offer Accepted

Date

Failure to submit acceptance of the offer of employment by the stated date will be deemed a refusal of the offer.

cc: Rebecca Frazier - Engineering - Computer Science

ATTACHMENT A (GSI, Reader, Tutor)

The attached offer of compensation for a GSI, Reader, or Tutor appointment is subject to the following conditions:

- A. The University may cancel summer courses at its discretion for any reason. All Summer Sessions courses must meet a minimum enrollment as stated in the Minimum Enrollment Policy. If a course has not enrolled to the minimum amount by the first day of instruction of the relevant session, the course may be cancelled at Summer Session's discretion. Courses may also be cancelled by the sponsoring academic department based on their internal criteria. Should a course be cancelled before the start of the relevant summer session, the agreement for compensation is void and no compensation will be provided under any circumstances, regardless of any amount of work put into course preparation, development, or forfeiture of other opportunities.
- B. The collective bargaining agreement with the United Auto Workers Union limits the hours worked on a Summer Sessions' course at a 50 percent assignment to 20 hours per week. The limitation on the number of allowable hours of work per week will be applied proportionately to other percent appointments. Hours dedicated to a course beyond what is required by the instructor of record are not eligible for compensation.

At no time may you be assigned to work more than (8) hours in one day.

You are expected to advise your supervisor as soon as you perceive your assignment might exceed the assigned daily, weekly or Summer Session workload maximum, and you must obtain express advance written permission from your supervisor before working beyond the number of hours defined for your appointment.

For Readers and Tutors only: you must submit a timesheet to the Department by the payroll deadline in order to get paid. Your department will provide detailed instructions on submitting timesheets.

- C. All GSI's, Tutors and Readers must adhere to University policy requiring classes, sections and office hours to be held at assigned times and locations. Any changes must be approved in writing by the Department Chair and must accommodate any student for which a change poses a scheduling or accessibility problem.
- D. Acceptance of the appointment indicates agreement to the terms set forth in Attachment A.

ATTACHMENT B
DESCRIPTION OF DUTIES FORM

Supervisor: _____ ASE: _____

The job duties designated below are generally required of the Academic Student Employees.
Please check the appropriate items and describe, as applicable

- _____ Attend lectures
- _____ Instruction of _____ sections/labs per week
- _____ Preparation
- _____ Hold _____ office hours per week
- _____ Supervisor/ASE(s) meeting _____ hours per week
- _____ Read and evaluate _____ papers per student
- _____ Proctor _____ examinations
- _____ Prepare drafts of narrative evaluations and make grade recommendations as appropriate for students in TA section/lab (Santa Cruz only)
- _____ Perform individual and/or group tutoring
- _____ Class/faculty visits
- _____ Maintain/submit student records (e.g. grades)
- _____ Perform other task as assigned. Please list: _____

An ASE may not be assigned to work in excess of 8 hours a days or 40 hours per week.



2017 SUMMER SESSIONS Timesheet
Berkeley Campus Shared Services
University of California, Berkeley

READERS & TUTORS only

Pay Period	May
Total Hours in Month	56
Timesheet Due Date	06/21/17
Pay Date	07/01/17

Employee Name: _____
LAST, First M.I.
(LAST NAME, First Name M.I.)

Employee ID #: _____

Department: _____

Job Title: _____

**Late timesheet submissions will be paid on the next available payday.*

ACTUAL HOURS WORKED							
(record daily actual hours to the nearest quarter hour)							
SUN	MO	TUES	WED	THUR	FRI	SAT	Weekly Totals:
	23	24	25	26	27	28	
29	30	31					
						TOTAL	

Employee and P.I./Supervisor signatures are REQUIRED.

Employee Signature:

000-000-0000

Email/Phone:

Date

PI/Supervisor Signature:

PrintName:

Date

Submit approved timesheets to: CSStimesheets@berkeley.edu