

NOTICE OF APPOINTMENT LETTER

TUTORS

(Last Revised June 2026)

Date:

Dear **[Name of Appointee]**,

Congratulations! This letter constitutes your Written Notice of Appointment as a Tutor - **[Job Code and Step]** in **[Department, Program, or Unit name]** for **[Quarter(s) and Year]**. The effective service period dates of your appointment will be **[Quarter Begin Date]** when the quarter begins, to **[Quarter End Date]** when the quarter ends. The class for which you have been assigned to is **[Course Name and Number – if known or To Be Determined]**, and your supervisor will be **[Faculty Supervisor]**.

Prior to the start of your appointment, your Supervisor will provide you with Supplemental Documentation, which describes the specific duties required of you as a Tutor.

Wages and Fee Remissions

You will receive a salary of **[\$[Salary]** per hour for individual tutoring **and/or \$[Salary]** for group tutoring for the total minimum of **[Total Hours]**, the equivalent of **[FTE%]**. **Hours worked must be reported in the UCSB Electronic Timekeeping system in order to receive pay.**

Academic Student Employee (ASE) wages are established on the appropriate salary scales, which can be found here: <https://www.ucop.edu/academic-personnel-programs/compensation/>. Salary increases may apply per the [Wages Article](#) in the Collective Bargaining Agreement (CBA).

Eligible graduate student employees hired into an ASE appointment(s) at 25% time or more, are entitled to receive 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 Fee Remission Article in the CBA. For additional information regarding quarterly fees and fee remission, please visit: <https://www.graddiv.ucsb.edu/fees-costs>.

The salary and remissions quoted above are consistent with the terms of the current CBA. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

Workload

As a Tutor, you are expected to work no more than 40 hours in any one week or 8 hours in any one day. As required by the [Workload Article](#) in the CBA, if you have any concerns regarding your assigned workload during the course of your appointment, you must immediately communicate these concerns to your Supervisor. The Hiring Department either may increase the appointment percentage or may modify your work assignments such that the number of hours worked will be consistent to the appointment percentage/hours normally set forth. Any changes to your appointment are to be communicated in writing between you and the Hiring Department.

Leaves of Absences

Leaves of absences, including short-term and long-term leave, are governed by the [Leaves Article](#) in the CBA. Requests for any leave of absence must meet the eligibility criteria, and in some cases, must be approved by your Supervisor or Hiring Department in advance. Requests for any leave of absence must be in accordance with the Leaves Article and the University's policies and procedures. More information can be found on the [ASE Leaves from Employment Chart](#).

Reporting in Time and Attendance System

You are responsible for honestly and accurately reporting your hours worked on an affirmative basis, including any leaves of absence taken. Such reporting must be done through [the UCSB Electronic Timekeeping procedures](#) (See FAQs/How do I enter my time?). Failure to accurately report work hours or an absence from work in any circumstance may result in an overpayment of public 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 work hours or absences 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.

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/>

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>.

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/bx/contract.html>. Should you require assistance, you may contact the UAW. The University is required to release names and department addresses of all ASEs to the UAW each academic term. A UAW membership election form can be found at: <https://www.uaw4811.org/>.

New Employee Orientation

The UAW will host a 30-minute UAW orientation for all new ASE 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>.

The UAW will also host a mandatory 30-minute UAW orientation for all new ASEs 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 Benefits

ASEs 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 Child-care Reimbursement Program.

Accommodations

ASEs 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.

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. 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>.

Defined Contribution and UC Retirement Plan(s)

Your default investment for the DC Plan is the UC Pathway Fund, a target date fund that automatically adjusts its asset allocation over time based on your expected retirement date. You may change your investment option at any time by logging into your Fidelity account on NetBenefits.com.

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.

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 Tutor 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 Academic Student Employee:

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

_____	_____	_____
Name	Signature	Date