«Date»

Dear <Employee Name>,

I am pleased to offer you a supplemental appointment as a <*Title>* in the Department of \_\_\_\_\_ in the School/College of \_\_\_. I am appointing you to teach <Course Name> in \_\_\_\_ quarter 20\_\_ to fulfill a temporary academic need created by the unavailability of an instructor.

Academic Year *20\_\_-\_\_ (Supplemental Assignment)*

Pay Period Dates:

Service Period Dates:

Percent of Time for the academic year: \_\_\_ (annualized)

Annual Salary Rate: $

Total Salary: $

\_\_\_\_ Quarter: $

Assigned Courses:

\_\_\_\_ Quarter: <Course Name>

You can find the payroll calendar here: [UCD payroll calendar](https://financeandbusiness.ucdavis.edu/finance/payroll-services/ee-resources/calendars)

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.

As a condition of employment, you will be required to comply with the University of California [SARS-CoV-2 (COVID-19) Vaccination Program Policy](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19).  All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline.   New University of California employees should refer to Appendix F, Section II.C. of the policy for applicable deadlines.  (Capitalized terms in this paragraph are defined in the policy.)  Federal, state, or local public health directives may impose additional requirements.

In accordance with University policy, your eligibility to participate in University of California benefits programs is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointment determines your eligibility. Please refer to the UC Benefits website: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>.

Your position is in a bargaining unit represented by a union, the UC-AFT. As such, the terms and conditions of your appointment are contained in UC/UC-AFT collective bargaining agreement, which you may access at <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html>.

Click here to view the UC-AFT’s Welcome Letter: <https://drive.google.com/file/d/1yiQRcYIm_ZAPpi-v9Y_jCl76O-cgWEbd/view?usp=sharing>. To learn more about the UC-AFT, visit <ucaft.org>.

The University shall have no obligation to automatically reappoint Unit 18 faculty following the expiration of an appointment.

As your supervisor, *<Supervisor Name>* joins me in extending this appointment to you. Your signature on the *offer letter* will indicate your acceptance of this supplemental appointment and the appointment terms.

Sincerely,

Enclosure: Original Appointment Letter

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Date