



University of Washington
Center for Statistics and the Social Sciences

Date: June 10, 2020
Student Name: Charles Kiene
Appointment: Graduate Research Student Assistant
Project: Community Success, 61-1024

Dear Charles,

Basic Information

I am pleased to appoint you to the hourly position of Graduate Research Student Assistant (GRSA) in the Center for Statistics and the Social Sciences at the University of Washington.

The effective dates for this appointment will be from 6/16/2020 to 9/15/2020. Your hourly rate will be at least \$35.00 per hour from 6/16/19 to 6/30/2020 and will continue at that rate until the rate that will be in effect 7/1/20 to 9/15/20 is determined. The ASE contract provides a 2% increase on 7/1/20. At that point there will be an adjustment if necessary, which will include back pay if needed. You can expect to work the equivalent of 20 hours per week for 11 weeks during the three months from 6/16/20 to 9/15/20 for a total of 220 hours maximum.

Please submit your timesheet by the 15th and last day of each month (*August 14th due to the weekend*). *If timesheets are submitted and approved on time you will be paid on the 10th and 25th monthly.*

Tuition and fees are not covered as part of your appointment. As a Graduate Research Student Assistant you will not be provided health care through this position. Information about the Graduate Appointee Insurance Plan is described on the UW Human Resources website at <http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html>.

This appointment is dependent upon satisfactory performance of your duties. It is also expected that you attend any orientations and/or training sessions required for your position. You will be paid at your hourly rate for time spent in such required orientation or training sessions, except as described in Article 33 Section 4 of the collective bargaining agreement that is referenced below.

In general, the duties for this appointment include collect and analyze data, write articles, reports and or/presentations. Attached to this letter you will be provided with a document that describes the specific tasks, times, and locations related to your appointment, the supervisor to whom you will report, required training programs, procedures used for evaluation, and any additional details related to the duties required for the appointment.



Lactation Facilities

All ASEs shall be provided with a reasonable amount of break time and facilities necessary for expressing breast milk for a nursing child. Please see <https://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/lactationstations.html> for a listing of established lactation facilities.

Union Affiliation/Collective Bargaining Agreement

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121, which is found at the following website:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>. Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting this appointment. You will be offered an opportunity to join UAW Local 4121 and, as a member, you will pay dues each pay period. If you should choose not to become a member, the contract requires that you pay service fees. For more information regarding the UAW Local 4121 please visit their web site at <http://www.uaw4121.org>.

Disability Accommodation

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation, contact the Disability Services Office at 206-543-6450 / 206-5436452 (tty) or dso@uw.edu.

It is important for us to know as soon as possible, but no later than **6.15.2020** whether or not you will accept this appointment.

We appreciate your interest in working for CSSS and sincerely hope that you accept our offer. Please contact Sumi Hayashi at shayashi@uw.edu should you have any questions.



Benjamin Mako Hill
Assistant Professor
Dept. of Communication

cc: CSSS Files
Dept. of Communication

Enclosure

