



July 9, 2019

VIA EMAIL

Dear Dhara Katz,

Congratulations and welcome! This letter is to confirm your appointment as Office Assistant 2 at The Evergreen State College beginning Thursday, August 1, 2019. Your position is a Cyclic Year Appointment which means that it is scheduled to work part-time from August 1 through June 30 each year (11 months per year), and is off work using Cyclic Leave Without Pay from July 1 through July 31 each year. Your health care benefits will be covered year-round.

Reporting Responsibility: Your position reports to Michael Crow, MPA Director.

Salary: Your salary is \$1,689.50 per month based on your 50% part-time equivalency position. Your salary is Range 32, Step M of the Washington State Salary schedule.

Benefits: Evergreen provides medical, dental, retirement and other benefits to employees. Please contact the Payroll & Benefits Office to schedule a time to review your benefits information and eligibility. The Payroll office is located in Library 1126 and can be reached at (360) 867-6460.

Probationary Period: You must successfully complete a 6 month probationary period in order to become a permanent status Office Assistant 2 employee. You will receive a written assessment of performance by your supervisor during the probationary period and at least annually thereafter. Your probationary period is scheduled to end on January 31, 2020.

Work Schedule: Your position is an overtime-eligible work week position. For time worked in excess of 40 hours in a work week, you shall receive monetary payment at the overtime rate of 1 ½ times your hourly wage or you may request compensatory time off at 1 ½ hours for each overtime hour worked.

Leave Accrual: You will accrue 4.67 hours of vacation leave and 4 hours of sick leave for each month of qualified service. Both vacation and sick leave may be used from the first month of accrual.

Bargaining Unit position: This position is assigned to part of the institution that is covered by a collective bargaining agreement between the Washington Federation of State Employees and The Evergreen State College.

Orientation: We have tentatively scheduled you to attend the staff New Employee Orientation program conducted by Human Resource Services on Wednesday, August 21, 2019 from 1:00 P.M. – 4:30 P.M. located in LIB Room 3201B. This program introduces campus services and provides additional information on benefits, including tuition waivers, training opportunities and highlights important policy requirements. Please work directly with your supervisor to receive approval to attend the orientation at this time or to reschedule.

Onboarding: Please view the New Staff Employee Onboarding website (<http://www.evergreen.edu/employment/new-employee>) for important employment policies, procedures and resources.

We welcome you to the Evergreen team and look forward to working with you. If you have any questions, please feel free to give us a call at (360) 867-5361 or come by to see us in Library 3102.

Sincerely,

A handwritten signature in black ink, reading "Laurel R. Uznanski". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Laurel R. Uznanski, SPHR
Associate Vice President for Human Resources

Cc: Michael Crow, MPA Director
WFSE Representative
Payroll and Benefits Office
Personnel File

Enclosures: Job Description
Classification Specification
Classified Employee Information