

## **Attachment A**

September \_\_, 2015

Denise Teraoka  
2085 Bush Street, Apt. 411  
San Francisco, CA 94115

RE: The State Bar of California  
Defined Term Casual Status

Dear Ms. Teraoka:

This confirms that you are being retained on a defined term casual basis by the State Bar of California, commencing October \_\_, 2015, and ending November 30, 2015, unless extended in writing for a new term. The following terms govern this relationship:

1. The terms set forth here govern. Unless set forth here, terms governing State Bar employment do not apply.
2. Your appointment is for the time period set forth above, subject to adjustments made in writing and signed by the parties. This term may be ended earlier by either party, with or without cause, upon fifteen (15) calendar days advance notice.
3. You are retained on a casual basis at the rate of \$40.00 per hour. You will report your hours on a time card each pay period. For this rate, the State Bar will have the right to your services during the retention period and you will set such time aside to be available as needed by the State Bar.
4. You will adhere to State Bar policies and procedures. You will be provided with office space, telephone and computer access and other support necessary to the performance of your job duties.
5. You will be paid by State Bar check on regular State Bar paydays for time worked and reported to the State Bar for the previous pay period (i.e., you will be paid for time worked two weeks in arrears).
6. You will receive no regular employment benefits, and only the compensation benefits set forth here.

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7. You will provide guidance and assistance to the State Bar's Office of Legal Services Trust Fund regarding the review of IOLTA Trust Fund programs.
8. You will take direction from the Managing Director Legal Services Trust Fund.
9. Necessary travel will be reimbursed in accordance with the State Bar's Travel and Business-Related Expense Reimbursement Policies (attached).
10. You are a retired CalPERS annuitant. Your employment in this capacity is terminable at will by either party and will not exceed 960 hours per fiscal year.
11. You will continue to be retired under CalPERS. You will not be re-enrolled in CalPERS. CalPERS contributions will not be made from your wages or made on your behalf. A Notice of Exclusion from CalPERS Membership is attached. Please complete and return this form.
12. You understand that you may come into contact with information of a confidential nature and you agree to maintain State Bar proprietary information confidential.

Assuming these terms are acceptable to you, please complete the acknowledgment below and return this document to me. If you have any questions, please feel free to contact me.

Very truly yours,

Robert A. Hawley  
Deputy and Acting Executive Director

ACKNOWLEDGED AND ACCEPTED:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

cc: Gilda Munoz, Director Human Resources