

Date

Street
City, State, Zip

Dear

Congratulations on being selected as an Adjunct Instructor in the Art Department at Santa Rosa Junior College. Assignments may be temporary, part-time and/or on-call and are made on an as-needed basis by the Department. The Department has informed us that you will be given an assignment to begin August 18, 2008, contingent upon fingerprint clearance.

If you are interested in reviewing the salary schedules for Adjunct Faculty, they are available online at www.santarosa.edu/hr. If you do not have access to our website, you may also contact our office to be mailed the AFA contract. We will need you to provide us with official transcripts in order to do your salary placement and process payment for your assignment.

I have attached a packet of forms, which are needed to complete your Personnel file. Refer to the checklist in your packet to ensure that you are completing all of the forms necessary to make your file complete. **All of the enclosed paper work must be submitted to our office by August 15th, 2008 in order for you to be paid on the September 10th payroll (if we don't receive everything by the 15th of August, you will not be paid until the October 10th payroll).** Please note the following:

- For the Employment Eligibility Verification (I-9 Form), you will need to bring to the Human Resources Department either one document from list A or one document each from list B **AND** C.
- Tuberculosis Clearance is available at no charge at the Health Services Department. The service is not available when classes are not in session. TB skin testing requires two visits, one for administering the test and the second for reading the test in 48-72 hours. Please plan your time accordingly. Fall and/or Spring semester schedules for Health Services are included in this packet. TB testing needs to be completed no later than 60 days after your start date.
- You will be required to get your fingerprints taken and pay \$51 for State and Federal investigations fee. **Your clearance must be received in Human Resources prior to your first day (please allow 30 minutes for the fingerprinting process).**
- Enrolling in a retirement plan is required as an adjunct faculty member. Information is enclosed on the three plans that are available (STRS Defined Benefit, STRS Cash Balance, or Fidelity), and you must complete one of the enrollment forms in order for your paperwork to be complete. **If you do not elect a retirement plan within 60 days, your retirement deduction will automatically default to the STRS Cash Balance Plan.**
- Once Human Resources has received all paperwork, you will be able to set up an Outlook email account. Go to the Human Resources homepage at www.santarosa.edu/hr (link under Resources/Staff E-mail Accounts) to register.

If you have any questions or need additional information, please contact the following:

- Salary Placements: Gina Waggoner at 707/527-4786 or gwaggoner@santarosa.edu
- Employment Paperwork: Cecilia Jones at 707/521-6957 or cjones@santarosa.edu
- General Questions: Cecilia Jones at 707/521-6957 or cjones@santarosa.edu
or Sarah Hopkins at 707/527-4831 or shopkins@santarosa.edu
- Retirement Questions: Lisa Hotchkiss at 707/527-4200 or lhotchkiss@santarosa.edu

Welcome to Santa Rosa Junior College.

Sincerely,

Sarah Hopkins
Recruitment Coordinator

Enclosures