NEW ACADEMIC EMPLOYEES
CONFIRMATION OF RECEIVED INFORMATIONAL ITEMS:

I have received and reviewed the following informational items:

PAYROLL

☐ Paycheck Distribution Memo from Payroll Services
- Part-time academic assignments (or overload assignments) are paid by either timesheet or by an instructor agreement. If you have not received an instructor agreement prior to your first day of class, contact Human Resources. If you are submitting timesheets, check with your administrator. Substitutes are paid from an absent report from your administrator.
- Payroll Check Stubs Memo

☐ Salary Schedules – Official transcripts are needed in your personnel file for qualifications and salary placement. These transcripts will determine your final wage placement and degree must be conferred on the transcripts to verify qualifications. Salary placement will be at the minimum rate until official transcripts are on file substantiating higher placement.
- "Salary Schedule for Part Time Equity – Teaching Assignments for Fall/Spring Semesters Only" (Note: not applicable to Full-time Faculty)
- "Salary Schedule for Academic Part-time/Overload Service"
- Pay Schedule for Part-Time/Overload Faculty – Summer 2013

☐ Flex/Hurdle/Educational Incentive Guidelines – Flex is required for Full-time Faculty only. Hurdle is for salary advancement as described in section 7.2 of the SCEA Contract. Educational Incentive is not applicable.

☐ College Calendars
- Current Academic Calendar
- Current Class Meeting Schedule

OTHER

☐ Notice of First Semester Evaluation

☐ Crime Awareness Pamphlet

☐ Prohibition of Harassment & Discrimination Policy #3430

☐ Drug-Free Workplace Policy #5003

☐ Workplace Violence Policy #3033

☐ Smoking and Tobacco Products Policy #3570

☐ Equal Employment Opportunity Policy Statement

☐ SCEA Contract

☐ Reviewed Kaiser Benefits for Adjuncts (See SCEA 8.3)

Print Name: _____

Signature: _____ Date: _____

UPDATED 6/26/13