



Simone Brown Thunder
Office of Human Resources

Full-Time Academic Employees (17a)

We are pleased that you have been hired at Citrus College as a full-time academic employee.

Placement on the full-time faculty salary schedule will be determined by the number of graduate semester units completed beyond the Bachelor's degree and full-time teaching and/or related work experience. It is the individual's responsibility to submit appropriate documentation verifying education and experience within the first four (4) weeks of the semester, and to complete employment paperwork at the Office of Human Resources prior to beginning work.

Documents verifying teaching and/or related work experience which are submitted after the four week period will not serve to increase entry level placement. Increases in placement based on graduate units earned that are submitted after the four week period will not occur until the following month.

I have read the above and agree to the terms and conditions.

Employee Name

Signature

Date