

SOLANO COMMUNITY COLLEGE DISTRICT

PAYROLL MEMO/NOTICE OF EMPLOYMENT

4130

POLICY: A Payroll Memo/Notice of Employment specifying the employee's job title, compensation, terms of service, and other related information shall be prepared and a copy issued to the employee subsequent to initial employment. A revision shall be issued whenever employment status changes.

REFERENCES/

AUTHORITY: California Education Code, Section 88168

SLD/zg

BP 4130

ADOPTED: May 19, 1992

REVISED: February 18, 1987

January 21, 2004