



New Appointment Date: _____ Corrects Appt Form Dated: _____

EMPLOYEE INFORMATION			Does this employee have another position on campus? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Dept _____ Timebase _____
Name of Substitute _____	Empl ID (If none, click NEW) _____	<input type="checkbox"/> NEW	
Department _____	Campus Zip _____	Dept ID _____	
Substituting for _____			

APPOINTMENT INFORMATION							
2356							
CMS Position Number _____	SCO Unit _____	Begin Date <small>(MM/DD/YYYY)</small> _____	End Date <small>(MM/DD/YYYY)</small> _____	Job Code _____	Range/Grade _____	Hourly Lecture Rate _____	Hourly Lab/Activity Rate _____

It is the policy of the California State University, Chico pursuant to the Immigration Reform and Control Act of 1986 to hire only citizens of the United States and other persons eligible to work in the United States under terms of the Act. Candidates are subject to a criminal records check. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Should you accept this offer, and you are not a current employee of this university, you must present in person proof of identity and eligibility to work to the Human Resources Service Center (HRSC) within (3) three days of arriving on campus in order to be placed on the payroll. For details regarding the documentation you must present, please contact the HRSC.

As an employee of the California State University, you are required to complete payroll and personnel documents in the HRSC, Kendall Hall, Room 220, (530) 898-6771, including the Oath of Allegiance, prior to beginning employment. Failure to do so will prevent completion of your appointment.

When all documentation is received in the Payroll Office, your pay will be issued by the State Controller's Office within ten (10) business days. Your substitute pay may be subject to retirement, social security/Medicare tax; and State and Federal tax.

The hourly rates above represent full payment for the services and include an allowance for preparation time and grading. The maximum appointment as a short term substitute is 20 consecutive calendar days.

A time sheet must be signed by you and submitted to the Dean's office each pay period as designated by the campus calendar. Please contact the Dean's office at the end of the month to certify actual days and hours worked.

RECOMMENDATION TO HIRE: I hereby recommend the hiring of the above named person as a faculty member under the terms stated above.	
_____ Dean Signature	_____ Date

RECOMMENDATION TO HIRE: I hereby recommend the hiring of the above named person as a faculty member under the terms stated above.	
_____ Provost / Designee	_____ Date

All binding terms and conditions of this appointment are contained in this written offer in state regulations, systemwide trustee/cancellor directives, relevant collective bargaining agreements and CSU, Chico policies and procedures.

Please sign and return to the Dean's office indicating that you have read, understand and accept the conditions of this appointment.

Your early response to this offer is most appreciated. If your response is not received within twelve (12) days of the date of the Dean's signature, this offer is automatically withdrawn and void.

I have read, understand and accept the conditions of this appointment.

_____ Substitute Faculty Signature	_____ Date
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