

Los Rios Community College District (LRCCD) – Human Resources Department

REGULAR/L.T.T. FACULTY SALARY PLACEMENT CHECKLIST

Employee: _____
(Last Name, First Name)

ID #: _____

Please list which transcripts and/or verifications of experience you plan to submit for initial salary placement. Human Resources will use this list to track all documents submitted. If you do not plan to submit documents in a certain category, check the box(s) where indicated below. Human Resources will not begin your salary placement evaluation until all documents on this list have been received. If there are changes to this list after it has been submitted, notify Human Resources at HR-FTFaculty@losrios.edu.

Transcripts:

☐ My transcripts are already on file in HR. I will not be submitting additional transcripts

Full Name of University	<u>Date Received</u> <i>HR to Complete</i>
University/Institution: _____	_____
University/Institution: _____	_____
University/Institution: _____	_____
University/Institution: _____	_____

Verification(s) of Experience (VOEs):

☐ I will not be submitting any VOEs for academic and/or occupational experience

<u>Academic (Certificated) Experience – Full-Time and/or Part-Time</u>	<u>Date Received</u> <i>HR to Complete</i>
Employer: _____	_____
Employer: _____	_____
Employer: _____	_____
Employer: _____	_____
Employer: _____	_____

<u>Occupational Experience (Full-Time)</u>	<u>Date Received</u> <i>HR to Complete</i>
Employer: _____	_____
Employer: _____	_____
Employer: _____	_____
Employer: _____	_____

HR INTERNAL USE ONLY:

60-Day Deadline: _____

Date All Documents Received: _____