
INSTRUCTOR NEWS & UPDATES

May 22, 2009 Volume 10

❖ ❖ ❖ **PLEASE READ CAREFULLY** ❖ ❖ ❖

**VERY IMPORTANT INFORMATION FROM HUMAN RESOURCES
REGARDING YOUR DPSST EMPLOYMENT**

**YOUR CURRENT LIMITED DURATION EMPLOYMENT AGREEMENT
EXPIRES ON JUNE 30, 2009**

WHAT HAPPENS NEXT?

- ★ Please watch the mail for your re-employment documents packet. If it does not arrive by May 30, 2009, please contact Human Resources at 503.378.5057 to verify that we have your most current address
- ★ In order to continue working beyond June 30th, you must complete, sign and return all of the materials in the packet by June 12, 2009. Your packet will include a postage paid return envelope
- ★ Many of you are already scheduled to instruct past June 30th, so it is crucial that ALL the required forms be returned by the deadline of June 12th, or you will not be authorized to teach

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT
JENNIFER POELZ, HUMAN RESOURCE ANALYST,
503.378.2402**
