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# ***INSTRUCTOR NEWS & UPDATES***

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June 1, 2009 Volume 11

**TO: ALL PART TIME INSTRUCTORS**

**REGARDLESS OF WHEN YOU WERE HIRED**

***NOT* AGENCY LOANED INSTRUCTORS, AND *NOT* VOLUNTEER INSTRUCTORS**

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

**❖ ❖ ❖ SECOND REMINDER ❖ ❖ ❖**

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

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## ***WHAT HAPPENS NOW?***

- ★ If you have not received your re-employment packet 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.
- ★ At midnight on June 30<sup>th</sup>, your Limited Duration employment with DPSST will be terminated and your instructor status will be deactivated in ATOMS.
- ★ On July 1<sup>st</sup>, any instructor who is scheduled to teach, but has not returned their re-employment packet, will be removed from the schedule.

**DON'T LET THAT HAPPEN!**

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

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