



To: Deserita Ohtomo
Office Assistant

Date: August 29, 1996

From: 
William G. Pollock
A.S. Administrator

Subject: Appointment

Upon the recommendation of Marsha Farwick, Assistant to the U.C. Director, I am pleased to offer you the position of Office Assistant for the University Center Administration Office effective August 21, 1996. All benefits remain as listed in my appointment letter dated October 22, 1993. Listed below are other specifics of your employment.

EMPLOYEE STATUS: Regular ¾ Time

SALARY: \$1697 per month Step III

SALARY INCREASE: You will be eligible for a step increase to step IV on November 1, 1996.

In recognition of your temporary employment in this position from November 1, 1993 through August 20, 1996, please be advised you have successfully completed your introductory period. Therefore, you will not have to serve a new introductory period.

So that we may complete our records, I will need a letter confirming your acceptance of employment.

I look forward to your continued employment as I know your clerical support has been invaluable to Marsha and the University Center.

WGP:TT/df

cc: Harvey McKee, University Center Director
Marsha Farwick, Assistant to the Director
Maria Donor, Payroll Technician

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