SANTA ROSA JUNIOR COLLEGE

VERIFICATION OF TEACHING LOAD
Human Resources Department

DATE: _____

TO: _____
(Employer, other than Santa Rosa Junior College)

FROM: _____
(Employee)

I am an Adjunct Faculty Member at Santa Rosa Junior College. In order to be eligible to receive medical benefits from Santa Rosa Junior College, I must provide proof that I have a cumulative assignment of 40% or greater from all California Community College Districts for which I work. The Santa Rosa Junior College Human Resources Department must have verification from you regarding my assigned load at your college. Please complete this form and return to me as soon as possible. Thank you for your assistance.

Employee Signature: _____

- TO BE COMPLETED BY EMPLOYER AS INDICATED ABOVE -

This verifies that the employee as indicated above has the following part-time teaching experience at:

_____, _____.
Institution Name City and State

SEMESTER/QUARTER	% OF ASSIGNED LOAD
Spring 2020	
Fall 2019	
Summer 2019	

Prepared by: _____ Signature: _____

Title: _____ Phone: _____

Date: _____

Please return to: SRJC Human Resources Department, Attention: Christie Colón, 1501 Mendocino Avenue, Santa Rosa, CA 95401, (707) 527-4304, Fax: (707) 527-4967, Email: ccolon@santarosa.edu