Once again the holiday festivities are upon us. Time for getting together with family or friends. Gorging on gourmet goodies, shopping for holiday gifts, and making each day joyous & memorable. Before the hustle and bustle truly begins, we would like to take this opportunity to wish each one of you, and your families a warm and memorable holiday season.

- Submission of documentation from a prior semester requires approval from: Deans, Lori Gordien, Frank Montalvo, Melissa and Ani.
- Include dates actually worked on pay advices. This will greatly assist Benefits in regards to unemployment issues.
- Liaisons—Please make your Deans, and Department Chairs aware of the payment start dates for each new semester; e.g. Sept. 26th and Feb. 26th.
- Be advised, we do not mail out copies of the contracts until the actual pay date.
- Create one cover sheet for contracts, and a separate cover sheet for pay advices.
- We do not need copies of contracts that are included in a Full Time Faculty’s regular course load, or contracts that are for a ZERO ($0) dollar amount.
- When sending email correspondence, please make sure to include both Renee and Regina on the email. This will ensure that one of us will respond to your concerns, should the

<table>
<thead>
<tr>
<th>Length of Teaching Service with the ULV</th>
<th>Without Terminal Degree Per Course</th>
<th>With Terminal Degree Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) through four (4) years*</td>
<td>$2,575</td>
<td>$2,800</td>
</tr>
<tr>
<td>Five (5) through eight (8) years*</td>
<td>$2,675</td>
<td>$2,900</td>
</tr>
<tr>
<td>Nine (9) years plus*</td>
<td>$2,775</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

* A year consists of teaching two or more courses per year.

For those of you not aware, Human Resources Department has moved.

We are now located at:
University Services Building
2180 Third Street in La Verne
On the corner of Third and E Street.
HR Open House Costume Contest Winners

Kathy Duran  
First Place

Kevin Bowman  
Second Place

Cori Solorzano  
Third Place

Pumpkin Contest Winners

Sodexo  
Second Place

RCA Administration  
First Place

Student Accounts  
Third Place