

March 12, 2008

[REDACTED]
Birmingham, Alabama 35205

Dear [REDACTED]:

It gives me a great deal of pleasure to inform you that you have been selected to fill the position of Librarian at Lawson State Community College with multi-campus responsibilities. The College is offering you a nine-month salary of \$43,413 (D1 Salary Schedule- Rank IA - Step 4) which will be prorated to reflect the period of April 1 – May 12, 2008. The prorated amount for this period will be \$7442.10 distributed over two pay periods. Summer employment by the College is optional; however, if employed for the summer, a three-month contract will be offered at that time in an amount or a *pro rata* amount, according to instructional load, not to exceed \$13,412. You should notify my office of your acceptance or rejection of this offer within the next three days.

If you accept, your attendance is required to attend a *New Employee Orientation* to complete personnel documents, ethics training, and to receive specific work assignments. The Human Resources Office will establish this time for you. You may contact your immediate supervisor, [REDACTED] (Director of Library Services), at 205-929-6333 for your work assignment and schedule.

Welcome to the Lawson State Community College family! We are sure that your tenure with the College will prove mutually beneficial.

Sincerely,

[REDACTED], Ph.D.
President

cc: [REDACTED], Instructional Services
[REDACTED], Vice President, Administrative/Student Services
[REDACTED], Director of Library Services
[REDACTED], Academic Dean
[REDACTED], Director, Human Resources

November 10, 2008

[REDACTED]
Birmingham, Alabama 35211

Dear [REDACTED]:

It gives me a great deal of pleasure to inform you that you have been selected to fill the position of secretary for the Facilities Department at Lawson State Community College, effective November 17, 2008. Your immediate supervisor will be [REDACTED]

The College is offering you an annual salary of \$37,858.00 on Salary Schedule E-03-04-06. This is a twelve month salary which will be prorated for the remainder of the contractual period. Please notify my office of your acceptance or rejection of this offer within the next three days.

If you accept this position, a mandatory background check is required. You will also be required to attend a *New Employee Orientation* to complete personnel documents and to receive specific work assignments. The Human Resources Office will establish this time for you.

Welcome to the Lawson State Community College family! We are sure that your tenure with the College will prove mutually beneficial.

Sincerely,

[REDACTED], Ph.D.
President

[REDACTED]

cc: [REDACTED], Vice President for Administrative and Student Services
[REDACTED], Director, Human Resources
[REDACTED], Director of Facilities