

9/8/2017

Congratulations Rita Ortiz!

It is my pleasure to extend the following offer of employment of Academic Program Specialist - Writing, in the Tutoring Services Department, at Palo Alto College (PAC). This letter is not a contract.

Your first day of employment will be Monday, September 25, 2017, at the annual salary of \$30,000. Please note that you cannot begin employment before the above approved start date. You will be paid semi-monthly every 15th and end of the month subject to deductions for taxes and other withholding as required by law or the policies of the Alamo Colleges District. This offer does not change at-will employment status. Employment may be ended by the Alamo Colleges District, the Palo Alto College (PAC), or yourself at any time, with or without notice or cause.

Please report to Human Resources at 201 W. Sheridan St, Building 3A, San Antonio, TX 78204, on Wednesday, September 20, 2017, at 9:00 AM. The entrance to Human Resources is facing Sheridan Street. Please bring all of your new hire paperwork and the identification documents needed to complete your I-9. A description of what documents are acceptable for the I-9 is listed on the form.

You will be eligible for the following benefits:

- On the first of the month following your 60 day anniversary, you will become eligible for the District's health, life and disability programs.
- You will be enrolled in the retirement benefit program.
- Additional benefits to include vacation, personal and sick time will be provided to you during your benefit orientation.

You are scheduled for New Employee Orientation on Monday, October 16, 2017, and a benefits orientation on a day and time to be determined.. You must attend both orientations. If you do not receive an invitation for a benefits orientation within your first week of employment, please contact Geena Johnson, Benefits Manager at 210-485-0232.

We are excited about you joining the Palo Alto College (PAC) team. Please call or email me should you have any questions.

Welcome!

Mona Hardin

Ramona (Mona) Hardin, MBA/HRM  
Recruiter/Human Resources  
The Alamo Colleges District  
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201 W Sheridan, Building 3A  
San Antonio, TX 78204-1429  
Direct Line: (210) 485-0843

Signature: Rita L. Ortiz

Date: 9/11/2017 9:21:11 AM