



## “Taulogologo” Newsletter

“Taulogologo” is to disseminate information on personnel matters such as:-

- Job opportunities
- Trainings and Workshops
- Special Project(s) Announcement
- Service Awards
- Holiday Announcements

and any informational notices that affects all college employees.

“Taulogologo” will also have a divisional or personnel feature with each release to acknowledge and recognize hard work and accomplishments towards goals and objective of the college.

The release date for the editions will be Wednesday of non-pay weeks.

### **New Employees Orientation**

Orientation for the new employees will be February 4<sup>th</sup>, 2010 at 9:00am in the MIS training room (across from HR Office). All faculty and support staff members hired during June 2009 to current date must attend. There will be briefings on the college organizational chart, benefits entitlements, payroll process and terms and condition of employment.

### **Week’s Special Feature**

#### **DR SETH P. GALEA’I, PRESIDENT**



“Talofa lava!!  
With the up-coming WASC Accreditation in March, I have great confidence that ASCC faculty & staff

members are putting forth their best performance that will exceed all expectation required by WASC.

All the best with the year’s work and may we embark on great accomplishments and success.

Soifua.”

**“We are what we repeatedly do. Excellence therefore, is not an act but a habit”**

Aristotle.

### **Quarterly Summary of Pay Period Ending**

Month	PeriodEnd	PayDate
Jan 2010	1/23/10	2/01/10
Feb 2010	2/06/10	2/15/10
Feb 2010	2/20/10	3/01/10
Mar 2010	3/06/10	3/15/10
Mar 2010	3/20/10	3/29/10

### **Annual/Sick Leave Balance Advice**

A copy of each department/division overall annual and sick leave balance as of the end of the month will be provided to the Dean/Director of each department for reference.

### **Leave Application Forms**

Leave application forms are available from the HR office. Approved application forms of annual leave should be submitted to the HR office prior to taking leave for record purposes.

### **Job Opportunities**

*Career Service Announcements*

### Academic Affairs

English Language Institute Instructor (Until Filled)

Learning Resources (Library)

Library Associate-Reference Desk (Due 2/4/10)

Library Associate-Special Collection (Due 2/4/10)

Community Natural Resources (Land Grant)

Forestry Program Manager (Until Filled)

*Contract Announcements*

### Marine Science Department

Marine Science Coordinator (Until Filled)

Complete job description and application forms are available from the HR Office.

### **Administrative Notice**

*“A temporary hold on all local fund hiring and renewal of contracts is in effect until further notice”*

*(President’s Memo, dated 1/14/10)*