



**The University Corporation**  
 Research, Investments and Commercial Services  
 California State University, Northridge

**NOTICE OF PROMOTION / REASSIGNMENT**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Last) (First) (MI)

<b>Title</b>	<b>Department</b>
From _____	From _____
To _____	To _____

Effective Date \_\_\_\_\_  
 Seasonal Start Date \_\_\_\_\_  
 Seasonal End Date \_\_\_\_\_

**Salary / Rate Information**

Current Salary/Rate \_\_\_\_\_  
 New Salary/Rate \_\_\_\_\_

Reason  Transfer  Performance  Promotion  Equity

Benefits: Group A  Yes  No Group B  Yes  No

<b>APPROVAL:</b>		
_____	_____	_____
Print Name	Signature	Date

**SPECIAL CONDITIONS:** Continued employment is subject to the conditions of the University Corporation Human Resources Policies.

Carefully review the information above. If there are any discrepancies in the understanding of these conditions, please contact your department manager/supervisor as soon as possible.

**TEMPORARY/SEASONAL APPOINTMENTS:** This appointment is seasonal in nature. Incumbents in such positions may not work during semester and summer breaks.

**BENEFITS:** All employees may be eligible for participation in the University Corporation retirement plan following their working 1,000 hours in two consecutive years and meeting other eligibility requirements. Certain positions may also be eligible for Group A benefits: Vacation, Sick Leave and paid Holidays.