



State Center Community College District
1525 E. Weldon Avenue
Fresno, CA 93704

Memorandum

TO: All Newly Hired Employees

DATE: 07/01/2014

FROM: Frances Garza, Benefits Coordinator

RE: Time of Hire Pamphlet and Predesignation of Personal Physician forms

Attached please find the Time of Hire Pamphlet which discusses Workers' Compensation and includes a Predesignation of Personal Physician form.

Please review the information and acknowledge receipt of the attached information by completing the acknowledgement form below. **Separate the acknowledgement form from the memo and return only the completed acknowledgement form to District Human Resources.**

If you have any questions or concerns regarding the materials, please feel free to contact Frances Garza, Benefits Coordinator, at (559) 244-5933.

Thank you.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Acknowledgement Form

I, _____, acknowledge receipt of the SCCCD Time of Hire Pamphlet and the predesignation of personal physician form.

Signed,

Employee Name

Date

Print Employee Name

Employee/Student ID #