

The way EH&S handles appointments and re-appointments is as follows:

I fill out a Appointment form for Grad Students with a job description attached. The grad students sign the form and take it to their degree program for dept. signature. They then return the signed forms to me and I in turn forward them to Debra Britt in the Grad School. We also have some grad students working on an hourly basis for us. In that case, I type a Grad Student Personnel Action form for them. They sign this form and it is sent to the Grad School for processing.

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