

Eastern Oregon University

Conditions of Temporary Employment

Name of Temporary Employee: _____

Job Classification: _____

(from Temporary Workers Pay schedule: http://www.eou.edu/hr/recruit_temp.html)

Hourly Rate of Pay: \$_____ Pay Account Index: _____

Employment start date: _____

Reason for temporary appointment:

Short-term or non-recurring workload need: (describe) _____

Emergency (describe): (describe) _____

Employee on leave: (name of employee): _____

This appointment will end on (check one):

Date: _____

on the date the permanent employee who performs this job returns to work, anticipated to be on:
(date) _____

On the date the project is complete, approximately: _____

Your supervisor will notify you if your termination date is earlier than the above date. You may be terminated at any time at the discretion of the Appointing Authority. Your temporary appointment in no way assures or implies an appointment to any permanent position with Eastern Oregon University.

As a temporary employee, you are not eligible for:

- Position reclassification
- Agency promotional examination
- Regularly scheduled salary increases
- Tuition at staff fee rates
- State medical, dental or insurance benefits
- Holiday pay
- Layoff rights
- Regular status
- Vacation Leave
- Sick Leave
- Personal Leave

You may be eligible for:

- Public Employee Retirement, PERS, benefits after 6 months of employment
- Applying the experience gained as a temporary employee towards the minimum experience requirement of state job classifications

Since you are not eligible for vacation, sick, personal leave or holiday pay, any time away from your job must be taken as leave without pay.

Employee

Date

Supervisor

Date

Dean, Director, or Vice-President

Date

Appointing Authority (Director of Human Resources)

Date