**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

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