#  Eastern Oregon University

*Conditions of* ***Hourly Resource/Exempt*** *Employment*

Name of Hourly/Exempt Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Teaching □ Non-Teaching □ Distance Education

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

Anticipated weekly hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This appointment will end on (check one):

 Date (approximately) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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 hourly appointment in no way assures or implies an appointment to any permanent position with Eastern Oregon University.

Additional Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Date

Supervisor Date

Dean, Director, or Vice-President Date

Appointing Authority (Director of Human Resources) Date

Rev. 4/2/2014