

Human Resources, 516 High Street, MS 5221, Bellingham, WA 98225
Phone 360.650.3774 / Fax 360.650.2810

*Please complete and submit a Temporary Appointment Form for all classified staff hired into a temporary position.
The Personnel Action Form will not be processed without submitting this completed form to HR.
If the information in Section 1 changes, submit a new form with updated information.*

Section 1 – Employee Information. (Retain a copy of this form for your records).

Employee Name _____ Hourly Pay Rate _____
Job Title (attach desk description) _____
Starting Date _____ Expected End Date _____
Department _____ Work Schedule _____
Supervisor _____ Telephone _____

Section 2 – Terms of Appointment. (See next page for additional information.)

You have been hired as a temporary employee to perform work which does not exceed 1,050 hours in any consecutive 12-month period from the original date of hire.

If you believe the conditions of your employment are in violation of WAC 357-19-435 (1) and you have not knowingly participated in the violation of this rule, you may be eligible to request remedial action pursuant to WAC 357-19-448 and 357-19-450. Such requests must be filed in writing within 30 calendar days after the affected date of the alleged violation and submitted to the Director, Department of Personnel, 521 Capital Way South, Olympia, WA 98504. If you have questions about the conditions of your employment, contact Human Resources immediately at x6106.

Federal and Social Security deductions are taken and State Industrial Insurance is carried for on-the-job illness or injury. A non-permanent (temporary) employee scheduled to work at least half-time, and who is expected to be employed for more than six months, becomes eligible for insurance (medical, dental, basic life, and basic long-term disability) on the first day of the seventh calendar month of employment. Direct questions to Benefits at x7763.

Section 3 – Acknowledgement of Appointment Terms.

Employee Signature

Date

Hiring Official (Supervisor) Signature

Date

Human Resources Representative

Date

Section 4 – Human Resources. (Internal Use Only)

Former Temporary Appointments: Yes _____ No _____

Last Assignment Date of Hire: _____ Job Title _____

Additional Information Regarding Temporary Appointments for Classified Staff Positions

Pay is on an hourly basis for hours actually worked.

1. Web Time Reporting is submitted to the supervisor by the 15th and last day of each month of employment, showing the hours actually worked during the preceding semi-monthly pay period. The supervisor approves Time Record to Payroll Services.
2. Payday is approximately the 25th of the month for the hours worked from the 1st of the month through the 15th of the month, and approximately the 10th of the succeeding month for the hours worked from the 16th of the month through the last day of the month.
3. Overtime is paid at the rate of one and one-half times the hourly rate of pay if more than 40 hours are worked in a work week (generally Monday through Sunday). **All overtime must be approved or directed by the supervisor in advance of performing the work.**
4. All hours worked will be paid. Temporary employees are not eligible for holiday pay.

Termination normally occurs at the end of the period for which originally hired. However, termination may occur at any time. There is no right of appeal of termination to either Human Resources or the Personnel Appeals Board. Voluntary resignation may occur at any time during employment. The supervisor should be notified, in writing, as far in advance of the date of resignation as possible.

To apply for a permanent classified position, temporary employees must apply while an open-competitive list is open for recruiting, meet minimum qualifications for the class as stated on the recruiting bulletin for the position.

1. **No preference is given toward permanent employment.** Employment in a temporary position does not qualify a person for employment in a permanent classified position.
2. **No time credit is given** if later hired into a permanent position. The time spent in a temporary full-time or temporary part-time position does not count toward completion of the probationary period, layoff seniority, time in service for increment pay increases, increases in the vacation leave accrual rate, or for any other benefits of permanent employment in which time in service may be a factor.