

Temporary Appointment Form

HUMAN RESOURCES DEPARTMENT, 516 High St MS5221, Washington 98225-5996 ♦ (360) 650-3774 ♦ Fax: (360) 650-2810

Employee Name: _____ **Pay Rate:** _____

Job Title (attach desk description): _____

Starting Date: _____ **Expected End Date:** _____

Department: _____ **Work Hours:** _____

Supervisor: _____ **Work Telephone:** _____

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

Social Security deductions are taken and State Industrial Insurance is carried for on-the-job illness or injury. A nonpermanent (temporary) employee scheduled to work at least half-time and who is expected to be employed for more than six months becomes eligible for state-paid insurance (medical, dental, Basic life, and Basic long-term disability) on the first day of the seventh calendar month of employment and should contact the Human Resources Department, X7763. Sick leave, vacation leave, and holiday pay are not available for temporary employees.

If you believe the conditions of your employment are in violation of WAC-251-19-120, and you have not knowingly participated in the violation of this rule, you may be eligible to request remedial action pursuant to WAC-251-12-600 of the Higher Education Personnel rules. 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 the Human Resources Department immediately at (360) 650-3924.

I have read and received a copy of this notification document (first and second pages) and understand the terms of this appointment.

X _____
 Employee Signature _____ Date _____

X _____
 Hiring Official (supervisor) _____ Date _____

 Human Resources _____ Date _____

HUMAN RESOURCES ONLY		
Former Temporary Appointments: <input type="checkbox"/> Yes <input type="checkbox"/> No	Original Date of Hire:	
Adjusted duration of appointment:	Starting Date:	Expected End Date:

Additional information on page 2

Pay is on an hourly basis for hours actually worked. The hourly rate is determined by dividing the established HEPB monthly rate for the class to which the position is allocated by the average number of working hours in a month (173.3).

1. Web Time Reporting is submitted to the supervisor on the 1st and 16th 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. Paychecks are usually picked up at the Plaza Cashier.
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. An exception to this is if the position has been exempted from overtime because of the type of work involved. Supervisors may contact the Human Resources Department for instructions on submitting requests for overtime compensation. **All overtime must be approved or directed by the supervisor in advance of performing the work.**

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 the Human Resources Department 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, and place among at least the top seven candidates (as stated on the recruiting bulletin for the positions).

1. **No preference is given toward permanent employment.** Employment in a temporary position does not qualify a person for entry into an examination for the establishment of an eligibility list, or for employment in a permanent classified position. No credit is given or special status provided on any eligibility list.
2. **No time credit is given**, if later hired into a permanent classified position. The time spent in a temporary, provisional, 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.