

## CONDITIONS OF TEMPORARY EMPLOYMENT

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Hiring Department

You have been hired as a temporary employee at Western Oregon University. This appointment is effective \_\_\_\_\_ and is expected to end on \_\_\_\_\_.

Your supervisor will notify you if your termination date is earlier than the above date. This appointment shall not be effective in any event after \_\_\_\_\_. Your appointment 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 regular, limited duration or academic year position with Western Oregon University.

As a temporary employee you are not eligible for:

- Regular status
- State medical, dental or insurance benefits
- Regularly scheduled salary increases
- Agency promotional exam opportunities
- Layoff rights
- Vacation leave
- Sick leave with pay
- Personal leave
- Holiday pay
- Position reclassification or transfer rights
- Service credits or seniority
- Staff tuition fee reduction

You are eligible for:

- Public Employee Retirement System benefits after six months of employment
- Applying the experience gained as a temporary employee toward the minimum experience requirement of state job classifications.

Since you are not eligible for vacation, sick leave, personal leave or holiday pay, any time away from your job must, unless otherwise provided by OUS or WOU policy, be taken as leave without pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date