

Date: _____

To: _____

From: Christine Lonigan, Employment Manager

Subject: University of Oregon Conditions of Temporary Employment

You have been hired as a temporary _____ in the _____. This appointment is effective on _____ and will end not later than _____ but could be terminated at an earlier date.

__ Please check here and carefully review the information on the bottom of this form if you are currently drawing retirement benefits from PERS.

Temporary appointment is not to exceed 1040 hours within a 12 month period. Your supervisor will notify you if work becomes unavailable and your termination date is earlier than the above date. Your temporary appointment in no way assures or implies an appointment to any permanent position with the University of Oregon.

As a temporary employee, you are not eligible for:

- Agency promotional recruitments
- Time worked as a temporary employee does not count toward salary eligibility date nor does it count toward the trial service time in the event the employee is appointed to a permanent position
- Regularly scheduled salary increases
- Regular status
- Shift Differential
- Layoff rights
- Vacation, sick or personal leave
- Union representation
- Staff I.D. cards, except for specific job requirements
- Eligibility for staff benefits, e.g., staff rates for classes, library, entertainment activities or use of facilities not available to the general public
- State medical, dental, disability or life insurance benefits
- Holiday pay

You are eligible for:

- Applying the experience gained as a temporary employee toward the minimum experience requirement of job classifications
- The right to file grievance under University of Oregon Rule OAR 571-003-005 NOTE: Termination of employment may not be grieved.
- Workers Compensation coverage and Credit Union privileges

WORK RESTRICTIONS AFTER RETIREMENT

Please carefully review the "Work After Retirement" restrictions for retirees returning to work on the PERS website at: <http://www.pers.state.or.us>. If you do not have a computer, please call UO Benefits at 346-3085 for a copy or call PERS at 888-320-7377.

Employee Signature & Date

Supervisor or Department Head Signature & Date