

Date: \_\_\_\_\_

To Employee: \_\_\_\_\_

From: UO Human Resources

Subject: Conditions of Temporary Employment

You have been hired as a temporary \_\_\_\_\_ in \_\_\_\_\_. This appointment is effective on \_\_\_\_\_ and will end \_\_\_\_\_ 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.***

A 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 eligible for:

- Applying the experience gained as a temporary employee toward the minimum experience requirement of job classifications.
- Sick leave.
- Workers Compensation coverage and Credit Union privileges.
- Some temporary employees may become eligible for representation by Service Employees International Union. See Article 68 of the OUS/SEIU collective bargaining agreement for information.
- Some temporary employees may be eligible for health insurance based on hours worked.

As a temporary employee, you are NOT eligible for:

- Job opportunities open only to UO employees.
- Regularly scheduled salary increases.
- Layoff rights.
- Vacation, holiday, or personal leave.
- 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.

#### WORK RESTRICTIONS AFTER RETIREMENT

Please carefully review the "Work After Retirement" restrictions for retirees returning to work on the PERS website at: [http://www.oregon.gov/PERS/RET/Pages/section/work\\_after\\_retirement/work\\_after.aspx](http://www.oregon.gov/PERS/RET/Pages/section/work_after_retirement/work_after.aspx) or call UO Benefits at 541-346-3085 or PERS at 888-320-7377 for a copy.

Employee Signature & Date \_\_\_\_\_

Supervisor or Department Head Signature & Date \_\_\_\_\_