



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 or anticipate drawing retirement benefits from PERS at any point during this temporary appointment.

A temporary classified 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.

All offers of employment are contingent on successful job-related background checks. Additionally, all employees are required to complete Workplace Harassment Prevention training. For more information, please see: https://hr.uoregon.edu/learning-development/workplace-harassment-prevention.

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 classified employees may become eligible for representation by Service Employees International Union. See Article 2 (section 1) and 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.
• 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: https://www.oregon.gov/pers/RET/Pages/index.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 _____

Routing instructions: Signed original included in hire packet sent to Human Resources. Signed copy to temporary employee.