



SOUTHERN  
OREGON  
UNIVERSITY

# Conditions of Employment for Temporary Support Staff

Human Resource Services

Phone 541-552-6315 / Fax 541-552-8508

Note: Students enrolled for six or more credits per term cannot be appointed to a temporary support staff position. This limitation includes summer break if the students enrolled for fall term.

Employee Name \_\_\_\_\_

Working Title \_\_\_\_\_

Department \_\_\_\_\_

Begin date \_\_\_\_\_ End date \_\_\_\_\_

This temporary support staff appointment does not assure or imply appointment to a regular position at Southern Oregon University. Your supervisor will notify you if the termination date is earlier than that noted above. This temporary support staff appointment maybe terminated at any time at the discretion of the appointing authority.

As a temporary support staff employee your eligible for:

- Public Employee Retirement benefits according to PERS rules
- Participation in open recruitment for classified and unclassified positions if you meet the minimum requirements of the position

As a temporary support staff employee you are not eligible for:

- |   |   |
|---|---|
| - Direct appointment to regular employment status | - Paid personal leave   |
| - Position reclassification or transfer           | - Holiday pay   |
| - Regularly scheduled salary increases            | - Eligibility for staff SOU Identification Card, except for specific job requirements                         |
| - Medical, dental or life insurance benefits      | - Staff tuition fee privileges, employment discounts or use of facilities not available to the general public |
| - Layoff rights                                   |   |
| - Paid vacation leave                             |   |
| - Paid sick leave                                 |   |

Because you are not eligible for vacation, sick, personal leave and holiday pay, anytime away from the job is taken as leave without pay.

I certify that I have read and understand the conditions for employment for temporary support staff.

\_\_\_\_\_  
Temporary Employee's Name (Print)

\_\_\_\_\_  
Temporary Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

TO HIRING DEPARTMENT - Return completed form to HR Services, Churchill 216.

Cc: Temporary employee