



**TEMPORARY APPOINTMENT FORM  
FOR CLASSIFIED STAFF POSITIONS**

Human Resources, 516 High Street, MS 9054, Bellingham, WA 98225  
Phone 360.650.3774 / Fax 360.650.2810

*Please complete and submit this form for all classified staff hired into a temporary position. If not attached to the Personnel Action (PA) Form, please state form will be sent separately in the PA comments section.*

*If the information in Section 1 changes, submit a new form with updated information.*

**Section 1 – Employee Information.** *(Retain a copy of this form for your records).*

Employee Name: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_  
Position Description # (PageUp): \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_  
Expected # hours of work: \_\_\_\_\_ <350 \_\_\_\_\_ >350  
If >350, position is in bargaining unit: \_\_\_\_\_ (WFSE: A,B,or E) \_\_\_\_\_ (PSE: PTE, BUD)  
Has employee held former temporary, classified appointment(s) in last 12 months? \_\_\_\_\_

**Section 2 – Terms of Appointment.** *(See next page for additional information.)*

You are not eligible to start work until your Form I-9 has been successfully completed. If you have questions about the Form I-9, please contact Human Resources at 360-650-3774.

This position is part of a bargaining unit. If you work more than 350 hours in a consecutive 12-month period, you will become a member of the bargaining unit. At that time you will receive notification and have the option to become a member of the union. Current collective bargaining agreements for WFSE and PSE can be reviewed at the following link: <https://hr.wvu.edu/classified-unions>

You have been hired as a temporary employee to perform work which does not exceed 1,050 hours in any consecutive 12-month period from the original date of hire. This limit includes all temporary jobs held during this period.

If you believe the conditions of your employment are in violation of WAC 357-19-435 (1) and you have not knowingly participated in the violation of this rule, you may be eligible to request remedial action pursuant to WAC 357-19-448 and 357-19-450. Such requests must be filed in writing within 30 calendar days after the affected date of the alleged violation and submitted to the Director, Department of Personnel, 521 Capital Way South, Olympia, WA 98504. If you have questions about the conditions of your employment, contact Human Resources immediately at 360-650-3774.

Federal and Social Security deductions are taken and State Industrial Insurance is carried for on-the-job illness or injury. A non-permanent (temporary) employee scheduled to work at least half time, and who is expected to be employed for more than six months, becomes eligible for insurance (medical, dental, basic life, and basic long-term disability) on the first day of the seventh calendar month of employment. Direct questions to Benefits at 360-650-7314.

**Section 3 – Acknowledgement of Appointment Terms (Signors each retain copy)**

_____ Employee Signature	_____ Date
_____ Hiring Official Signature	_____ Date

**Additional Information Regarding Temporary Appointments for Classified Staff Positions**

**Pay is on an hourly basis for hours actually worked.**

1. Web Time Reporting is submitted to the supervisor by the 15th and last day of each month of employment, showing the hours actually worked during the preceding semi-monthly pay period. The supervisor approves Time Record to Payroll Services.
2. Payday is approximately the 25th of the month for the hours worked from the 1st of the month through the 15th of the month, and approximately the 10th of the succeeding month for the hours worked from the 16th of the month through the last day of the month.
3. Overtime is paid at the rate of one and one-half times the hourly rate of pay if more than 40 hours are worked in a work week (generally Monday through Sunday). **All overtime must be approved or directed by the supervisor in advance of performing the work.**
4. All hours worked will be paid. Temporary employees are not eligible for holiday pay.
5. Temporary employees accrue sick leave at a rate of 1 hour for every 40 hours worked.

**Termination** normally occurs at the end of the period for which originally hired. However, termination may occur at any time. There is no right of appeal of termination to either Human Resources or the Personnel Appeals Board. Voluntary resignation may occur at any time during employment. The supervisor should be notified, in writing, as far in advance of the date of resignation as possible.

**To apply for a permanent classified position**, temporary employees must apply while an open-competitive list is open for recruiting; meet minimum qualifications for the class as stated on the recruitment for the position.

1. **No preference is given toward permanent employment.** Employment in a temporary position does not qualify a person for employment in a permanent classified position.
2. **For information about credit for** time spent in a temporary full-time or temporary part-time position please consult your Collective Bargaining Agreement.

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