



University Staff Temporary Appointment Agreement

Name:		
Campus/Division:		
Department:		Department ID(number):
Supervisor/Time Approver:		Backup Approver:
Official Title:		Job Code:
Hourly Rate:	Start Date:	End Date:
Funding String (i.e. 103 283000 2 – include project # if appropriate):		
<p>ACKNOWLEDGMENT: I understand that employment in a temporary appointment is governed by UPS Operational Policy: HR7 and does not give me rights to a university staff appointment with an expectation of continued employment.</p> <p>I understand that as a temporary employee, I am not eligible for paid time off (e.g. compensatory time off, vacation, holidays, sick leave) or performance awards. I may be eligible for worker’s compensation, unemployment compensation and social security coverage. I may become eligible for group insurance and retirement benefits under Ch. 40, Public Employee Trust Fund, Wis. Stats.</p> <p>I understand that temporary employment is “at will” employment which can be terminated without notice for any or no reason, provided it is not based on prohibited discrimination.</p>		
Job Duties(Attach position description if more room is necessary):		
Employee Signature		Date
I certify that the above named individual is qualified to perform the duties of this position; and that the employment is in compliance with UPS Operational Policy: HR 7, including the policy limit on hours to be worked in the appointment and the policy restriction on a temporary employee from being hired or supervised by a member of the employee’s immediate family.		
Supervisor or Campus/Division Lead		Campus/Division Name
Supervisor or Campus/Division Lead Signature		Date
RADAF/Budget Holder Signature		Date