



Lower Columbia College

Temporary (Non-student) Appointment Notice

EMPLOYEE SECTION

Name (Last Name, First Name, MI)			Social Security Number or Employee ID		
Address		City	State	Phone	
Current/Former positions held at Lower Columbia College (if any) Department: _____ Dates: _____					
<p>Notice To Employee: Temporary, non-student employee appointments are made under state rules including WAC 357 -19-435, WAC 357-04-045 and WAC 357-19-440. You have been hired as a temporary, non-student employee to perform work which does not exceed 1050 hours in any twelve consecutive month period from the original date of hire or October 1, 1989, whichever is later, pursuant to WAC 357-19-435(1). As a temporary employee, you are exempt from the civil service rules of the Washington State Department of Personnel and are not eligible for state employee benefits, including but not limited to annual leave accrual, holiday pay, or continued employment. Employees do become eligible for, and are required to participate in, the state retirement plan if they work 5 months of 70 hours or more per month in a 12 month period. Exact number of hours worked may vary each month depending on the position, however, unless specific exceptions have been made by the Human Resources Officer, temporary employees at Lower Columbia College shall work fewer than 75 hours per month. Temporary employment is "employment at will." You may be dismissed at any time or rehired as determined by your supervisor. After working 350 hours in a 12-month period, this position is part of a bargaining unit subject to the WFSE HE Collective Bargaining Agreement. If a represented individual has worked more than 1050 hours in a 12 month period from the effective date of hire, he/she may request remedial action from the Director of the Office of the State HR Director in accordance with WAC 357-49. An employee desiring to request remedial action based on an alleged violation of WAC 357-19-435(1) may make the request under the provisions of WAC 357-19-447. The request must be in writing and filed in the office of the Director, Department of Personnel. Requests for remedial action must be received within thirty calendar days of the date the individual could reasonably be expected to have knowledge of the action giving rise to violation of the non-permanent appointment or temporary appointment rules.</p> <p>Employee must read and sign below: I acknowledge that this appointment constitutes temporary employment and that if I am interested in permanent employment in the classified service at LCC I must apply and compete for a position. I acknowledge that it is my responsibility to immediately notify my supervisor when I work additional hours elsewhere at the College or when I change status from non-student to student or vice versa. I have been informed of and understand the above conditions of employment.</p> <p>Have you ever retired from one of the Washington State Retirement Systems? Are <input type="checkbox"/> Yes <input type="checkbox"/> No you currently a student at LCC or another Washington public college? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate where: _____</p>					

SUPERVISOR SECTION

Department			Supervisor			
Reason for Temporary Appointment <input type="checkbox"/> New Appointment/Renewal <input type="checkbox"/> Change (please explain): _____						
Brief Position Description-						
Hours of work: 75 hours per month or less			Effective Date Begin: _____ End: _____			
Job Title	Code	Salary Range	Hourly Rate	APPR	PROG	ORG

REQUIRED SIGNATURES

Employee	Date	Human Resource Services	Date
Supervisor	Date	Dean/ Vice President	Date
FOR PAYROLL USE ONLY <input type="checkbox"/> I-9 <input type="checkbox"/> W-4 <input type="checkbox"/> Retirement Status Form <input type="checkbox"/> Position Eligibility WS			