



# NON-PERMANENT PART-TIME APPOINTMENT NOTICE

## NOTICE TO EMPLOYEE

This non-permanent part-time appointment is a part of the Classified union: WFSE HE CCC Collective Bargaining Agreement and in accordance with Article 4.3.D. There are two types of non-permanent appointments: 1) Non-permanent part-time *scheduled* (fixed number of hrs, 75 hrs/month or less) and 2) Non-permanent part-time *nonscheduled* (not assigned specific number of hours, but less than 75 hrs/month) ([WAC 357-01-2290](#)) Non-permanent part-time positions are ineligible for benefits such as medical, dental, life insurance, or continued employment. However, non-permanent employees are eligible for paid leave (vacation, sick, personal days) and holiday credit. Employees 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. See [Non-Permanent Part-time Employee Information](#) for details.

Non-permanent appointments are typically based on the fiscal year (July to June) and will not exceed 18 months. Should this non-permanent appointment exceed 18 months, you have the right to request remedial action pursuant to [WAC 357-19-425](#) within 30 days. Per Article 4.3D of the CBA, HR will notify you of any changes to your non-permanent position. Please reach out to your HR team with any questions about this appointment, 360-442-2120, [hr@lowercolumbia.edu](mailto:hr@lowercolumbia.edu).

**\*\*Please complete all fields below. Incomplete forms will be returned by HR/Payroll.\*\***

## EMPLOYEE SECTION

NAME EMP ID PHONE  
ADDRESS  
CITY STATE ZIP  
CURRENT/FORMER POSITIONS HELD AT LCC (if any)  
HAVE YOU EVER RETIRED FROM ONE OF THE WA STATE RETIREMENT SYSTEMS? YES NO

By signing below, I acknowledge that this appointment constitutes non-permanent part-time employment. If I am interested in permanent employment in the classified service at LCC, I must apply and compete for a position. I have been informed of and understand the above conditions of employment.

## SUPERVISOR SECTION

SUPERVISOR NAME DEPARTMENT  
REASON FOR NON-PERM APPT  
(See Article 4.3.D.1 of CBA)  
NEW NON-PERM APPT  
CHANGE  
BRIEF POSITION DESCRIPTION  
POSITION TITLE  
SALARY RANGE/STEP  
START DATE  
END DATE  
SCHEDULE TYPE  
(Scheduled or unscheduled)  
PERIODIC INCREMENT DATE  
JOB CODE  
HOURLY RATE

Mark the following only if applicable. Contact HR with any questions.

ASSIGNMENT PAY (i.e. dual language skills)

SHIFT PREMIUM (majority of hours of work occurring between 5 – 7 pm)

FUND CODE CLASS FIELD DEP CODE

## REQUIRED SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date