



# TEMPORARY APPOINTMENT NOTICE

## 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 a 12 consecutive month period from your original date of hire or July 1, 2022, whichever is later, pursuant to [WAC 357-04-045](#). From date of hire or July 1, 2022 (whichever is later) **you are limited to one appointment only with LCC that does not exceed 12 months or 1,050 hours.**

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 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 HR, **temporary employees at LCC shall work fewer than 75 hours per month.**

Temporary employment is "employment at will". You may be dismissed at any time. 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 1,050 hours in a 12-month period from the effective date of hire, they may request remedial action from 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 357-19-450](#). The request must be filed in the office of the Director, Department of Personnel. Requests for remedial action must be received within 30 calendar days of the date the individual could reasonably be expected to have knowledge of the action giving rise to violation of the temporary appointment rules.

***\*\*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
ARE YOU CURRENTLY AN LCC STUDENT?	YES	NO

By signing below, I acknowledge that this appointment constitutes a one-time temporary employment. 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.

## SUPERVISOR SECTION

SUPERVISOR NAME	DEPARTMENT	
NEW TEMP APPOINTMENT CHANGE	START DATE	END DATE
BRIEF POSITION DESCRIPTION		
POSITION TITLE	JOB CODE	
SALARY RANGE/STEP	HOURLY RATE	
FUND CODE	CLASS FIELD	DEP CODE

## REQUIRED SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date