

## Lower Columbia College <u>Temporary Appointment Notice</u>

## **EMPLOYEE SECTION**

Name (Last Name, First Name)						Employee ID				
Address	City	State		Zip Co	de F	Phone				
Current/Former positions held at Lower C	olumbia Co	ollege (if	any)		•					
Department: Notice To Employee:					Dat	es:				
Temporary, non-student employee appointmenhave been hired as a temporary, non-student efrom the original date of hire or October 1, 1985 the civil service rules of the Washington State Dannual leave accrual, holiday pay, or continued plan if they work 5 months of 70 hours or more position, however, unless specific exceptions than 75 hours per month. Temporary employme supervisor. After working 350 hours in a 12-n Bargaining Agreement. If a represented indivirequest remedial action from the Director of the remedial action based on an alleged violation of must be in writing and filed in the office of the Days of the date the individual could reasonably or temporary appointment rules.  Employee must read and sign below:  I acknowledge that this appointment constitutes at LCC I must apply and compete for a position hours elsewhere at the College or when I change conditions of employment.  Have you ever retired from one of the Vare you currently a student at LCC? If yes, please indicate degree of study	mployee to post, whichever be partment of employmen per month in ave been made to the few months of th	perform we is later, por Person it. Employ in a 12 mo ade Huma by ment at determined to have the state Hf 19-435(1) artment of to have the employment at ment of the ment of the state Hf 19-435(1) artment of the have the state Hf 19-435(1) artment of the have the ment of the state Hf 19-435(1) artment of the have the have the state Hf 19-435(1) artment of the have	rork whoursuan nel and rees do nth pe an Res will." Y sosition e than R Direct may rof Perso knowl	nich does nt to WA d are not o become riod. Exi- cources, o'ou may 1050 ho ctor in ac make the onnel. R edge of	s not exc C 357-1 t eligible e eligible act numb tempora be dism of a bar ours in a coordance requests the action	seed 109-435('for stafe for, are per of her	250 hours in an	ny twelve conservary employee, enefits, including to participate in ay vary each recolumbia Corehired as determined to the WFSE and the effective of An employee do for WAC 357-1 aust be received in of the non-participate in a supervisor when the supervisor when the supervisor when the supervisor when the supervisor was a supervisor when the supervisor when the supervisor when the supervisor was a supervisor was a supervisor when the supervisor was a su	ecutive month period , you are exempt from ng but not limited to in, the state retirement month depending on the ollege shall work fewer rmined by your HE Collective late of hire, he/she may desiring to request 9-447. The request d within thirty calendar permanent appointment the classified service hen I work additional understand the above	
SUPERVISOR SECTION										
Department		Supervisor								
Reason for Temporary Appointment  New Appointment/Ren	ewal	C	hang	Je (pleas	se expla	in):				
Brief Position Description-										
***Please comple	te all field	1			e forms	will b	e returned l	y Payroll. **	*	
Hours of work:										
75 hours per month or less			Begin:			End:				
Job Title	Cod	de		lary ange	Hot Ra	urly ate	Fund Code	Class Field	Dept Code	
REQUIRED SIGNATURES										
Employee		Da	ate			Human Resource Services			Date	
Supervisor		Da	ate		-	C	ean/ Vice F	Date		

Original: Human Resources Services Cc: Payroll, Employee