



East Tennessee State University

NOTICE OF TEMPORARY EMPLOYMENT AGREEMENT FOR NON-FACULTY ADMINISTRATIVE/PROFESSIONAL AND CLERICAL/SUPPORT STAFF

TO:

This is to confirm your temporary appointment to a position approved by the Tennessee Board of Regents as \_\_\_\_\_ in the Department of \_\_\_\_\_ for a period beginning \_\_\_\_\_, 20\_\_, and ending no later than \_\_\_\_\_, 20\_\_, at an hourly/monthly salary of \$ \_\_\_\_\_, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

- 1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this institution.
2. The above-stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable as follows: \_\_\_\_\_ (pay cycle). In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of this institution.
3. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a temporary employee of this institution.
4. As a temporary employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
5. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
6. This agreement may be terminated without prior notice.
7. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I agree to abide by the Tennessee Board of Regents and institution policies and procedures concerning the HIPAA Privacy Regulations to ensure appropriate confidentiality of the health information that I encounter in my job. Pursuant to the policies of the Tennessee Board of Regents and of this Institution, I agree to promptly disclose to this Institution all Intellectual Property (including inventions, copyrightable works, computer software, technical know-how and trademarks) conceived, invented, authored, or reduced to practice ("developed") by me, either solely or jointly with others, during the term of my employment with this Institution. I acknowledge and agree that all Intellectual Property developed by me in the scope of my employment with this Institution is to be considered a work for hire, and shall be the sole and exclusive property of this Institution, subject to the policies of the Tennessee Board of Regents and this Institution. I further agree to assign all rights in Intellectual property developed by me to this Institution as required under the policies of the Tennessee Board of Regents and this Institution and to execute and deliver all necessary documents and other wise provide proper assistance to enable the Institution to obtain, maintain and enforce its rights in the Intellectual Property.
8. You are required to notify the Director of Human Resources should you become employed at another state agency/institution.
9. East Tennessee State University application, I-9 (plus documentation), Social Security Card, W-4 and direct deposit must be received at the time of hire. It is a Class A misdemeanor to misrepresent academic credentials. (T.C.A. Sec. 49-7-133.). I understand that the offer of employment from East Tennessee State University (ETSU) is conditional upon timely presentation to ETSU's Office of Human Resources of my legal status and proper work authorization documentations in the United States as required under the I-9 requirements of the Immigration Reform and Control Act. I further understand that maintaining continuous legal status and work authorization are required for continuing employment at ETSU.
10. The following special conditions shall govern this appointment: \_\_\_\_\_

This Information Must Be Completed By The Employee Before Payroll Checks Will Be Processed.

I accept the appointment as described above. I understand that this appointment is not approved until all signatures have been obtained. I am [ ], am not [ ], employed as a regular part-time or regular full-time employee at another state agency or institution.

In order to process a payroll check, federal regulations require disclosures of your retirement system(s). If none, please write in "none." Retirement System \_\_\_\_\_

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning the original to the Office of Human Resources within fifteen days after the date of this notice.

\_\_\_\_\_  
Date Vice President

I accept the appointment described above under the terms and conditions set forth.

\_\_\_\_\_  
Date Appointee