



**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 institution 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 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 institutional policies and procedures concerning the FERPA and HIPAA Privacy Regulations to ensure appropriate confidentiality of the health information that I encounter in my job. I agree to abide by the policies of the institution regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist the institution as required by policy in protecting rights it may have in that Intellectual Property.
8. You are required to notify the Director of Human Resources should you become employed in another position at ETSU or at another state agency/institution.
9. A sexual offender registry, adult registry and/or criminal background check may be required by both Tennessee State law and University policy for employees and contractors with certain job duties. I do hereby consent to a background check and acknowledge the review and approval of the background check is a pre-condition to employment at the University.

*East Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, veteran status, disability, age or national origin in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Compliance Officer and Title IX Coordinator and may be contacted at: 201 Nell Dossett Hall, Johnson City, TN 37614, 423-439-8545. Additionally, the Title IX Coordinator is designated to monitor and oversee Title IX complaints. Ver. 7/3/2019*



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- 10. 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.).
- 11. 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.
- 12. I am aware of and agree to the fact that upon my employment, ETSU will verify past due amounts due the University and pursue repayment through UAPA (Uniform Administrative Procedures Act).
- 13. The following special conditions shall govern this appointment: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Vice President/President

I am , am not , employed as a regular part-time or regular full-time employee at another state agency or institution.

I am a retiree drawing benefits from the State of Tennessee? Yes  No  If yes, federal regulations require disclosure of your retirement system. Please indicate your retirement system: TCRS  ORP  You will be contacted by the Office of Human Resources to complete an additional form upon receipt of this signed contract.

I accept the appointment described above under the terms and conditions set forth by signing this contract. I will not begin employment until all hiring documentation has been completed, authorized and approved.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Appointee