



State of Utah
Department of Human Resource Management

TEMPORARY EMPLOYEE AGREEMENT FORM

Pursuant to statute (UCA: 67-19) and Utah's Department of Human Resource Management Rule R477-4-2(4), this notice hereby specifies that the _____ has appointed _____ herein referred to as "the employee"; _____ on _____ As a _____ in an _____ temporary, at-will schedule. Competitive recruitment number, _____ if this appointment was made from a hiring list.

The employee will work *approximately* _____ hours per week at a rate of _____ per hour. Schedule IN employees are limited to working no more than thirty (30) hours in a workweek.

This temporary appointment shall commence on _____ and is limited in duration. The employee _____ receive benefits. Schedule IN and TL employees may be eligible for benefits at the discretion of management. Employees who are working less than forty (40) hours per pay period are ineligible for benefits.

The employee and the hiring official will complete and sign a new Temporary Employee Agreement Form every _____ year/s.

The employee is advised that the above temporary schedule position is exempted by law from the rights of a merit career service position. The employee is appointed and works at the will and pleasure of the hiring agency. The employee can be released from his/her appointment at any time without explanation and without just cause.

Only appointments made from a hiring list under DHRM Rule R477-4-8 may be considered for conversion to career service.

I have read and understand the provisions contained in this Temporary Employment Agreement Form.

Employee Signature: _____ Date: _____

Hiring Official Signature: _____ Date: _____