



# TEMPORARY EMPLOYEE AGREEMENT

Full-Time	Part-Time	Benefits
Employee Name:		
Employee Email:		Employee Phone Number:
Project Name:		
Funding Source:		
Supervisor Name:		
Work Location:		*Part-Time      **Full-Time
Temporary Position:		
Pay Rate:		Hiring Date:      End Date:

## APPROVALS

Reporting Supervisor:  
Assistant Program Director:  
Dean/Director:  
Budget Office:  
Vice President:  
Title III Director:  
Associate Vice President for Business & Finance:  
Director of Payroll Benefits:

A regular work week starts on Monday and ends on Friday and typically covers the hours 8:30 a.m.–5 p.m. **\*Part-time is 25 hours or less a week.** There are no benefits provided for part-time temporary positions. **\*\*Full-time is 30 hours or more a week** and will be eligible for benefits. Overtime must be approved in advance by your supervisor. Pay periods are semi-monthly and all payments to employees will be by check or electronic funds.

You are entering this temporary employment position voluntarily and you are free to resign at any time and for any reason or no reason at all. The West Virginia State University Research & Development Corporation is also free to conclude its relationship with you at any time and for any reason or no reason.