

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: _____

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.

Employee Signature: _____ Date: _____

APPROVALS

Reporting Supervisor: _____ Date: _____

Assistant Program Director: _____ Date: _____

Dean/Director: _____ Date: _____

Budget Office: _____ Date: _____

Vice President/Provost Office: _____ Date: _____

Title III Director: _____ Date: _____

Executive Director: _____ Date: _____

Director of Payroll Benefits: _____ Date: _____