



TEMPORARY EMPLOYEE AGREEMENT

☐ Full-Time ☐ Part-Time ☐ Benefits

Employee Name: _____ Email: _____ Phone: _____

Project Name: _____ Project#: _____

Funding Source: _____

Temporary Position Title: _____ Supervisor: _____

Work Location: _____ ☐ *Part-Time ☐ **Full-Time

Pay Rate: _____ Hiring Date: _____ End date: _____

APPROVALS

Reporting Supervisor: _____

Assistant Program Director: _____

Dean/Director: _____

Vice President: _____

R&D Budget Office: _____

R&D Executive Director: _____

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.