



Lower Columbia College Temporary Appointment Notice

EMPLOYEE SECTION

Name (Last Name, First Name, MI)			Social Security Number or Employee ID		
Address		City	State	Phone	
Current/Former positions held at Lower Columbia College (if any)					
Department:			Dates:		
Notice To Employee:					
Temporary appointments are made under state rules including WAC 357-19-435, WAC 357-04-045 and WAC 357-19-440. You have been hired as a temporary employee to perform work which does not exceed 1050 hours in this fiscal year. As a temporary employee, you are exempt from the civil service rules of the Higher Education Personnel Board and are not eligible for state employee benefits. Employees do become eligible for, and are required to participate in, the state retirement plan if they work 5 consecutive months of 70 hours or more per month in a 12 month period. Unless specific exceptions have been made by the Human Resources Officer, temporary employees at Lower Columbia College shall work fewer than 75 hours per month. Temporary employment is "employment at will." You may be dismissed at any time or rehired as determined by your supervisor. After working 350 hours in a 12-month period, this position will be included in the classified bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement. If a represented individual has worked more than 1050 hours in a 12 month period from the effective date of hire, he/she may request remedial action from the Director of the Office of the State HR Director in accordance with WAC 357-49.					
Employee must read and sign below:					
I acknowledge that this appointment constitutes temporary employment and that if I am interested in permanent employment in the classified service at LCC I must apply and compete for a position. I acknowledge that it is my responsibility to immediately notify my supervisor when I work additional hours elsewhere at the College or when I change status from non-student to student or vice versa. I have been informed of and understand the above conditions of employment.					
Have you ever retired from one of the Washington State Retirement Systems? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you currently a student at LCC or another Washington public college? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please indicate where:					

SUPERVISOR SECTION

Department			Supervisor			
Reason for Temporary Appointment						
<input type="checkbox"/> New Appointment/Renewal <input type="checkbox"/> Change (please explain): _____						
Brief Position Description-						
Hours of work: 75 hours per month or less			Effective Date			
			Begin: _____		End: _____	
Job Title	Code	Salary Range	Hourly Rate	APPR	PROG	ORG

REQUIRED SIGNATURES

_____	_____	_____	_____
Employee	Date	Human Resource Services	Date
_____	_____	_____	_____
Supervisor	Date	Dean/ Vice President	Date

FOR PAYROLL USE ONLY			
<input type="checkbox"/> I-9	<input type="checkbox"/> W-4	<input type="checkbox"/> Retirement Status Form	<input type="checkbox"/> Position Eligibility WS