



## Temporary Employee Contract

Name of Temp Employee

Appt. Start Date

Working Title

Rate Type

Department

Rate Per Hour/Term

### Conditions of Employment

1. My appointment is for a period of eleven calendar months or less from the date of my first work day at the University of North Carolina School of the Arts (UNCSA).
2. In no case shall my temporary employment for UNCSA exceed eleven (11) consecutive months. Should I be employed for 11 consecutive months, my employment will be terminated (effective no later than the last day of that 11-month period) and I will not be eligible to be re-hired by UNCSA in a temporary capacity for a minimum period of 31 days after the date my appointment was terminated.
3. That federal law requires each new employee to complete the "Employee Information and Verification" section of the Federal Form I-9 and to submit certain original documents for examination in order to verify and certify identification and employment eligibility. UNCSA requires compliance with these requirements prior to the employee's first day of work.
4. That I am required to provide my social security number so that UNCSA can satisfy income-reporting and withholding obligations required by Federal and State of North Carolina laws. Unless I have marked through this statement and put my initials beside it, I voluntarily permit UNCSA to use my social security number as an identifier for its internal employment record keeping and data processing operations.
5. That, subject to Wage-Hour requirements, I authorize UNCSA to withhold from my final paycheck the cost of any keys, uniforms, or other State- owned property I fail to return when my appointment ends, and I authorize UNCSA to withhold from my final paycheck the amount of any other debt I owe to UNCSA.
6. That the rules governing my work schedule, meal and break periods, time records, pay day, wage-hour status (for overtime purposes), and the policies covering equal employment opportunity, reporting an on-the-job injury, workplace violence, illegal drugs in the workplace, bias-related harassment and other policies as listed on the "Policies" page of the Human Resources web site have been provided to me by a department representative.
7. My appointment is at-will and can be terminated at any time by either UNCSA or me; provided that I be paid for work done up until termination.
8. Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) *(If yes, explain fully on an additional sheet.)*  Yes  No  
A criminal background check will be conducted as a condition of employment.
9. Are you a North Carolina State Retiree?  Yes  No
10. Are you a veteran of the United States Armed Forces?  Yes  No  
10a. If yes, are you claiming Veterans's Preference?  Yes  No

These Conditions of Employment and the description of duties outlined on the 301or 401 form constitute the sole and total agreement relating to my employment and supersede any previous conversations, documents or understandings relating to my employment. My signature below certifies that I have read, understand, and accept all of the above conditions.

Employee's Signature

Hiring Supervisor's Signature