

# Temporary Employee Contract

Name of Temp Employee	<input type="text"/>	Appt. Start Date	<input type="text"/>
Working Title	<input type="text"/>	Appt. End Date	<input type="text"/>
Department	<input type="text"/>	Rate Type	<input type="text"/>
		Rate Per Hour/Term of Contract	<input type="text"/>

## 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. State retirees and full-time students are exempt from the 31-day Break in Service.
  - 2a. Are you a North Carolina State Retiree?  Yes  No
  - 2b. Are you a UNCSA Full-Time Student?  Yes  No
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. Federal Law requires compliance with these requirements during the employee's first three working days. Failure to submit acceptable I-9 documents for verification will result in a terminated contract.
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.
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 or the state of North Carolina.
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 my hiring department representative.
7. UNCSA requires all employees, including temporary employees, to either voluntarily submit proof of vaccination prior to starting employment or to submit a weekly negative COVID-19 test. Employees may request an exemption for special circumstances from Human Resources, but there is no guarantee it will be approved. For more information, visit the UNCSA Overcoming COVID-19 webpage - <https://www.uncsa.edu/mysa/plan/>
8. **FOR HOURLY RATE EMPLOYEES ONLY:** To ensure that you are paid on time, please submit your hours through the EZ-Arts Self-Service portal by the Employee Time Entry Due Date indicated on the attached Bi-Weekly Payroll Calendar. You will receive a courtesy reminder to complete and submit your timesheet before 5:00 PM on the morning of the due date. If you have issues with submitting your timesheet through the EZ-Arts Self-Service portal, please contact Human Resources at 336-770-1470 or HR\_EZArts\_support@uncsa.edu. If you miss the deadline to submit your time worked through the EZ-Arts Self-Service portal, a late timesheet will be required in order for you to be paid. Instructions on completing a late timesheet are located on the UNCSA Payroll website at: <https://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/financial-services/bi-weekly-late-submission-timesheet-instructions.aspx>. Late timesheet submittals are processed during the next bi-weekly payroll cycle. **A maximum of three late timesheet submittals are allowed during your appointment, after which your appointment may be terminated.**
9. 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.

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	<input type="text"/>	Hiring Supervisor's Signature	<input type="text"/>
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