



Conditions of Employment for Temporary Employees

Appointments temporary positions are of a temporary nature as required by special projects, studies, or temporary personnel support needs.

Compensation is provided on the basis of an established hourly rate. An individual whose only employment with the university is as a Temporary Employee is not eligible for any benefits including holiday or closure pay.

All Temporary Employees performing duties are limited to 1,000 hours of employment per fiscal year.

Temporary Employees may be enrolled at Wayne State University for **five (5)** or less credit-hours as an undergraduate or **three (3)** or less credit-hours as a graduate student. If enrollment exceeds the limit, the individual should be assigned as a Student Assistant or College Work Study (CWS) student as applicable.

Temporary Employees serve at the pleasure of the appointing authority. Such assignments are recommended by the appropriate unit administrator and approved by the President or his/her designee.

For more information: <https://policies.wayne.edu/appm/3-2-3-temporary-employees>

I, _____, by signing this form, acknowledge receipt of the conditions of my employment.

Employee Signature

Social Security Number or Banner ID

Date

Hiring Authority Signature

Department

Date