Conditions of Temporary Employment Form PD 412  AGENCY USE ONLY:			
4. CLASSIFICATION TITLE/NUMBER/REP. CODE:	5. RATE OF PAY: \$ Hourly/ FLSA non-exempt Salary/ FLSA exempt	6. POSITION NUMBER:	
7. AGENCY NUMBER AND NAME:	8. DIVISION/SECTION/UNIT:	11	
9. ASSIGNMENT BEGIN DATE:	10. EXPECTED ASSIGNMENT E	ND DATE:	
11. PREVIOUS TEMPORARY ASSIGNMENTS: Has the prospective employee worked for any state agency in the 12 preceding months to the date of this assignment, either as a state temporary or a Qualified Rehabilitation Facility (QRF) temporary employee?    Yes   No   If "Yes," indicate how many hours the prospective employee has worked during this time:	12. Temporary Year (date of initial temp. appointment:  ("Temporary Year(s)" 12-month period(s) following the initial date of temporary appointment with the State or any QRF temporary service.	13. Is the prospective employee a PERS retiree?  Yes  No If "Yes," prospective temporary appointee should contact PERS to determine impact to their retirement benefits pursuant to ORS 238.078 and ORS 238.082.	
<ul> <li>14. The Temporary Appointment is in accordance with the following statutory provisions and is effective as indicated:         <ul> <li>Filling in behind a permanent, seasonal, intermittent or limited duration employee during an approved leave. The assignment will end upon the return of the employee. Duration of leave (if known):</li></ul></li></ul>			
15. This is a(n):  ☐ Unrepresented Temporary Appointment. You are not eligible for:  • Position reclassification or transfer  • Agency promotional opportunities  • Regularly scheduled and cost of living salary increases  • State medical, dental or insurance benefits  • Regular status  • Layoff rights  • Vacation leave  • Sick leave  • Personal Business leave  • Holiday leave  • Differential Pay	SEIU-represented Temporary	Appointment: ining agreement provisions for rights and	
16. Description of Work Assignment:  A) Purpose of Position:  B) Primary Duties:  (Attach additional sheets if necessary)			

Policy:40.025.01 Effective: 12/06/06

## Conditions of Temporary Employment Form PD 412

## 17. NOTIFICATIONS

- Your temporary appointment in no way implies or assures a subsequent appointment to any permanent, seasonal or limited duration position with this agency.
- You will be notified if your termination date is earlier than the date above. You many be terminated at any time at the discretion of the appointing authority.
- Any time away from work must, unless otherwise provided by HRSD State Policy 20.005.20, Fair Labor Standards Act, or collective bargaining agreement (if applicable) be taken as leave without pay.
- In accordance with Section (1)(h) of HRSD State Policy 40.025.01, Temporary Appointments, you have the right to file a written complaint with the Employment Relations Board if you believe that the terms and conditions of your temporary employment in any way violate ORS 240.309. The written complaint must be filed with the Employment Relations Board within 30 days after you knew or should have known of the alleged violation. For SEIU represented temporary employees, grievances alleging violations of ORS 240.309 may be submitted only by the Union, directly to the Department of Administrative Services level for full and final review.

18. SIGNATURES:		
TEMPORARY EMPLOYEE SIGNATURE	DATE	PHONE NUMBER
SUPERVISOR SIGNATURE	DATE	PHONE NUMBER
APPOINTING AUTHORITY	DATE	PHONE NUMBER
Original: Employee Personnel file Copy: Employee		
		PD 412 (revised 12/06)

Policy:40.025.01 Effective: 12/06/06