

**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 may 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
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SUPERVISOR SIGNATURE	DATE	PHONE NUMBER
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APPOINTING AUTHORITY	DATE	PHONE NUMBER
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Original: Employee Personnel file
Copy: Employee

PD 412 (revised 12/06)