## Special Assignment Appointment

# Employment Agreement

**WENATCHEE VALLEY COLLEGE** *Empl Record No.*

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| **TEMPORARY APPOINTMENT INFORMATION**  Current Employee  It is the supervisor’s responsibility to ensure that the following documents are completed and authorization is granted **prior** to the effective date of employment: **1)** Special Assignment Appointment Employment Agreement; **2)** Position Description (if applicable); **3)** Application for Employment (if new hire). | | | | | | |
| First Name | Last Name | M. I. | Employee I.D. | | Date Prepared | |
| Address | | City | | State | Zip | |

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| Brief Description of Assignment |

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| Start Date | End Date | | Type of Appointment/Position (Job Class) | | | | | Other Type of Appointment | | | | | No. of Days | | FTEF | | Total Hours | |
| Department | | | | | | | | | | Supervisor Name | | | | | | | | |
| Total Compensation  $ | | Rate of Pay Per  $ | | | Days of Work | Combo Code | Fund (149\*) | | Class Field (083,061) | | | Department (1T020) | | Project # | | Activity I.D. | | % of Total |
| Payment Categories | | | | Other Payment Category | | Combo Code | Fund (149\*) | | Class Field (083,061) | | | Department (1T020) | | Project # | | Activity I.D. | | % of Total |
| Payment Schedule (for Payroll Use Only) | | | | | | | | | | | For Human Resources Use Only | | | | | | | |

*\*Other fund codes are 060, 147, 057, 145, 001,08A, 24J, 146, 148.*

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| **AUTHORIZATION OF APPOINTMENT** | | Supervisor’s Approval Date |
| Authorized Signature Date | Budget Manager Signature Date | Human Resources Approval Date |

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| **NOTICE TO EMPLOYEE**  This special part-time assignment is subject to the following regulations which are in addition to the policies of Wenatchee Valley College and in conformance with laws of the state of Washington:  1. If the activity is cancelled, discontinued or reassigned by the College, the compensation due the employee will be prorated to the fraction of the activity completed.  2. The employee shall keep records of the activity, as WVC deems necessary.  3. All charges for the activity shall be approved in advance.  4. Compensation shall be made as shown above only if the signed appointment letter is received by the payroll deadline.  5. Additional stipulations as specified above.  **Eligibility for Retirement:** Part-time or temporary employees may or may not be eligible for retirement. If you have ever been a member of either the Teachers Retirement System or the Public Employees Retirement Systems of the State of Washington, it is important that you notify the human resources office of this fact upon employment. The human resources office will make determination of eligibility. Employees who are declared eligible for retirement must participate.  **Use of state resources, persons, money, or property for private gain:** In accordance with WAC 292-110-010 (vi), the use of state resources is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain. In addition, RCW 42.52.160 (1), no state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another.  **I have read this notification, understand the terms of this appointment and, have received a copy of this document.** | | | |
| Employee Signature | System Identification Number (if known) | Date |

*Wenatchee Valley College is an Equal Opportunity Employer*

**EMPLOYEE:** Please return the signed original to the Human Resources Office, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801. Retain the other copy for your records.

WVC Revised 8/12/23 tm To Payroll and Budget \_\_\_\_\_\_\_\_\_\_\_\_\_