**TEMPORARY APPOINTMENT LETTER**

Date

Applicant Name

Street Address

City, State Zip Code

Dear Applicant Name:

This letter is to confirm your temporary employment appointment as Official Title with the  business title of Business Title, in the operational area of operational area with the University of Wisconsin-Madison department name, division effective date. Your pay will be $XX.XX per hour.

Deductions will be made from your bi-weekly paycheck for Social Security and Federal and State taxes. You will be paid on alternate Thursdays. This temporary appointment is at-will and does not give you rights to an ongoing University Staff position. The length of your employment in this position will not exceed a total of 1,040 hours worked in 26 consecutive pay periods. Your employment in this position will terminate when this position is filled on a permanent basis. OR your scheduled ending date of employment is date**.**

Your new position is not included in a certified bargaining unit.

**CHOOSE ON**

Your position is non-exempt under the provisions of the Fair Labor Standards Act and you will be paid 1.5 times your hourly rate for all hours worked in excess of 40 hours in a single work week.

OR

Your overall job duties including all active UW appointments are exempt under the provisions of the Fair Labor Standards Act and you will be paid at your hourly rate for all hours worked in excess of 40 hours in a work week.

As a temporary employee, you are eligible and encouraged to compete for ongoing or renewablepositions for which you are qualified. Your TE benefits include coverage under Worker's Compensation, Unemployment Compensation, Social Security, Tax-Sheltered Annuity 403(b) program, and Wisconsin Deferred Compensation 457(b) program. In addition, you are also eligible for performance awards. Benefits to which you are NOT entitled are seniority, vacation, paid holidays sick leave, and compensatory time. You may also become eligible for group insurance and retirement benefits under Ch. 40, Public Employee Trust Fund, Wis. Stats. If you are eligible, or have questions regarding eligibility, and wish to enroll, please contact your payroll and benefits office for information and/or application forms.

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Compensation increases are contingent on completing this training.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact insert name of ddr, Divisional Disability Representative (DDR) at number of ddr or insert email of ddr**.** The DDR is the person authorized to receive and maintain confidential medical information in ourinsert one: school, college, division.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse its dangers and warning signs, encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community.

Please report to Reports-to name on date at time for assignment of your new duties and responsibilities. We trust your assignment with us will prove to be both challenging and rewarding.

Sincerely,

Insert Employee Name