

STATEMENT OF EMPLOYMENT CONDITIONS FOR TEMPORARY EMPLOYEES

The State of Vermont strives to keep the use of temporary employees to a minimum. Nevertheless, some State agencies have pressing logistical needs for temporary staff. You should be aware that temporary status employment carries certain restrictions. As a temporary employee, you do not have the same rights and benefits as classified or exempt status employees. The hiring of a temporary employee is covered by 3 VSA 331. We ask that you read carefully the conditions of temporary employment which follow, and sign in the space provided at the end of the document.

TEMPORARY EMPLOYMENT:

IS LIMITED TO 1,280 hours of work per calendar year, except in cases of emergency as authorized by the Commissioner of Human Resources.

DOES NOT CONFER ACCESS TO PERMANENT EMPLOYMENT IN STATE GOVERNMENT. Temporary employees must compete on an equal footing (or "open competitive basis") with other non-state employee applicants for permanent employment. If hired on a permanent basis, a former TEMPORARY employee must satisfactorily complete an original probationary period, as would any newly hired employee.

TEMPORARY EMPLOYEES:

ARE PAID ONLY FOR ACTUAL HOURS WORKED and are entitled to overtime in accordance with federal law. The State cannot guarantee how long a TEMPORARY job will last and cannot guarantee 40 hours of work per week.

ARE NOT ELIGIBLE FOR THESE STATE BENEFITS: medical benefits programs, group life insurance, sick leave, annual leave, personal leave, retirement benefits, and holiday compensation for time not actually worked.

ARE NOT COVERED BY RIGHTS, BENEFITS, PROCEDURES, AND PRIVILEGES OF CLASSIFIED EMPLOYMENT including, but not limited to those conferred by the collective bargaining agreement.

ARE NOT COVERED BY ANY DEPARTMENTAL POLICIES GOVERNING DISCIPLINE which may guarantee classified employees any review procedures before the disciplinary action is taken (unless specifically noted in the department's policy).

ARE EMPLOYED AT WILL under the law. This means that temporary employees have no right to continued employment or a proprietary right to a job. Temporary employment may be terminated at any time for any reason, except as prohibited by law. (State and federal laws governing discrimination, Workers' Compensation, fair employment practices, maternity leave, disabilities, wages and hours and the like, apply to all employees, including temporaries.)

I, _____, hereby acknowledge and understand that I am being (or have been) hired as a **TEMPORARY** employee by the State of Vermont in the Department of _____ . I have read and understand the above conditions of employment. I also understand that this statement of working conditions supersedes anything inconsistent with it, and that these conditions may only be changed by law, or by written order of the Governor or his or her representative.

Employee Signature: _____ **Date:** _____

Hiring Manager: _____ **Date:** _____

Dept./Location: _____