

BATES TECHNICAL COLLEGE

PART-TIME NON-FACULTY EMPLOYMENT PERSONNEL ACTION FORM

NEW APPOINTMENT
 REAPPOINTMENT
 Job End Date: _____
 Employment Separation Date: _____

EMPLOYEE INFORMATION

SID# (SSN# for new employees)	Last Name	First Name	Middle Initial

Are you: A new employee? (first job at Bates?)
 Have you been laid off from a state agency within the past 24 months?
 Yes No
 Yes No
 If no, last year at Bates: _____
 State of Washington Retiree?
 Yes No
 PERS TRS

POSITION INFORMATION

Budget Number(s) (10 digits required)	Budget Manager Approval (signature)
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Proposed Job Title*: _____
 Requested Start Date: _____
 Requested End Date: _____

**NOTE: If this is a new position, attach description of duties/responsibilities/education and skills required. Please be specific.*

Employee Type:

CLASSIFIED HOURLY (AD)
 PTE HOURLY (AD)
 MANAGER HOURLY (AC)
 STUDENT (AM)
 WORKSTUDY (AP)

Anticipated Hours of Work: _____
 Hourly Rate: _____

Primary Supervisor (print)	Primary Supervisor (signature)	Date
Secondary TLS Supervisor (print)	Secondary TLS Supervisor (print)	Timekeeper (print)

Notice to employee

Temporary employees are generally not eligible for paid leave or holiday pay. In accordance with WAC 182-12-114, temporary employees are insurance eligible if they work an average of 80 hours or more per month for more than 6 consecutive months and at least 8 hours in each month. In general, temporary employees that work 70 hours per month in any five months of a 12-month period are eligible for retirement benefits. The college will notify employees if their eligibility status changes.

This employment agreement does not guarantee continued employment and temporary employees may be terminated without cause at any time at the discretion of the college.

I have read this notification and certify I understand the terms of this appointment, and have received a copy of this document.

Employee Signature	Date
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NOTE: Timesheets must be submitted electronically on Time and Leave System by published deadlines to be paid on the next pay date. Late timesheets may cause a delay in payment and will require an explanation from the Supervisor to the VP.

VP / Executive Dean Signature (manager/department head with budget authority for hiring)	Date
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It is the supervisor's responsibility to ensure that the following documents are complete and authorization is granted prior to the effective date of employment: complete hire packet and complete I-9 form (located on forms directory)

Brief Description of Duties:

Comments/Misc./Other:

HR / Payroll Use Only

Job Class Code: Job number: Date created:	Department code: Supervisor code:
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