



## Offer of Temporary Employment University of South Carolina System

The University of South Carolina is pleased to offer you an appointment as a temporary member of the staff as a/an \_\_\_\_\_ employee (select from descriptions of job categories) in the Department of \_\_\_\_\_ on the \_\_\_\_\_ Campus. The salary or hourly rate of pay for this appointment is \_\_\_\_\_. This temporary appointment is from \_\_\_\_\_ to \_\_\_\_\_; however, the University reserves the right to terminate this appointment at its sole discretion at any time with or without cause.

You are advised that as a temporary employee you will not be entitled to annual or sick leave, paid holidays, health or dental insurance, grievance rights, or any other benefits normally associated with permanent employment. You will be separated from the University of South Carolina at the end of this appointment and without further notice. You will be ineligible for re-employment in a temporary capacity in the same position for a time period of not less than 15 calendar days.

Your department chairman or supervisor will provide additional information pertaining to your appointment.

\_\_\_\_\_  
Print Temporary Employee's Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Hiring Official's Signature

\_\_\_\_\_  
Hiring Official's Title

\_\_\_\_\_  
Date

As a temporary employee, you are not required to have withholdings deducted from your paycheck unless you currently have funds on deposit in the South Carolina Retirement System (SCRS) or you are an active participant in the State Optional Retirement Program (State ORP). You may choose to participate in either the South Carolina Retirement System or in the State Optional Retirement Program. If you currently have funds on deposit with the South Carolina Retirement System, you are required to continue participation.

**I Do Not Want** to be a member of the South Carolina Retirement System or the State Optional Retirement Program and an Election of Non-Membership or Employed Retiree (SCRS Form 1104, dated 6/20/05) is attached. I do not have funds on deposit with SCRS and am not enrolled in the State ORP with another employer.

**I Want To Be A Member** of the South Carolina Retirement System or the State Optional Retirement Program. I understand that once enrolled in either plan, 6.5% of my salary will be deducted for retirement and that I must continue to participate as long as I am employed with a covered employer.

*You must complete an SCRS Retirement Plan Enrollment (Form 1100, dated 6/6/05) and, if the State ORP is chosen, complete an enrollment form for an ORP carrier within 30 days of your initial hire date. You should make an appointment with the Benefits Office, 777-6650, or your Campus Human Resources Office to obtain additional information about the retirement system and complete an enrollment form.*

**I am a TERI participant or retiree** under SCRS, PORS or State ORP. A Notification of Employed Retiree (Form 1114, dated 7/11/05) is attached.

**I certify that I have read the above conditions of employment and that I understand and agree to them.**

\_\_\_\_\_  
Signature of Temporary Employee (Sign in blue ink)

\_\_\_\_\_  
Date

## **JOB CATEGORIES**

**EXECUTIVE/PROFESSIONAL:** Includes directors, department heads, medical doctors, nurses, system analysts, accountants, counselors.

**PARAPROFESSIONAL/OFFICE SUPPORT:** Includes library assistants, administrative assistants, medical aides, recreation assistants, bookkeepers, messengers, office machine operators, secretaries, statistical clerks, payroll clerks, data entry.

**TECHNICIAN:** Includes computer programmers and operators, draftsmen, practical nurses, photographers, technical illustrators, technicians (medical, dental, electronic, physical sciences).

**TRADES:** Include mechanics, repairers, electricians, heavy equipment operators, stationary engineers, skilled machinist, carpenters, laborers, painters.

**SECURITY:** Includes police, patrol officers, guards, detectives.

**SERVICE/MAINTENANCE:** Includes chauffeurs, laundry operators, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners, groundskeepers, refuse collectors.

**INTERMITTENT/SEASONAL:** The appointment is to a position requiring seasonal or intermittent work for no more than 1500 hours during any 12-month period.