Date

Name

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is to confirm that you have been hired as a temporary worker in the (Name of Department). Your hourly rate is $\_\_\_\_\_ and you will be paid weekly; a timesheet will need to be submitted each week in order to be paid. This is a non-exempt position with no benefits. You cannot work more than 40 hours a week and you cannot exceed more than **999** hours in a fiscal year (**July 1, 201X-June 30, 201X**). You will be expected to work a minimal of X hours per week; however, your hours are dependent upon the workload. (<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-person>)

Since your salary will be supported on the (**insert grant name**), ***your position is contingent upon the continued receipt of these funds***. You will be paid in accordance with the payroll schedules of the University of Pennsylvania for the time period worked. Your work on this grant will be from *(insert begin and end date).*

You are not under any employment contract and your *temporary status can be terminated at any time without notice*. You are required to complete a Penn employment application and provide references and records that speak to your prior work experience.

Your Job Duties and responsibilities as a Temporary Worker include:

***(Description of projects, responsibilities, and functions,* Expectations/Deliverables*)***

**Before your first day of work at Penn, you will need to do the following:**

1. **Provide verification of your identity and right to work in the United States**—

We will need to obtain documentation that establishes your identity and right to work in the United States.  To meet this requirement, employers must obtain a completed I-9 form for every employee.   Before you begin working at Penn, please go to <https://www.hr.upenn.edu/I9> ***(copy & paste link into your browser*)** Please select [Design] from the dropdown box.  On or before first day of work, you’ll need to bring in documentation to complete the I-9 process.  Acceptable identification includes photo id **and** SS card/Birth Certificate- OR US issued passport.

1. **Elect how you want to receive your pay from Penn**—The University of Pennsylvania offers two choices for receiving your pay: Direct Deposit or the ADP Aline® Card. As a new employee, you’ll automatically receive an Aline® Card, which works like a Visa® debit card.  If you do not enroll in Direct Deposit, your pay will automatically be loaded onto the Aline® Card every payday.  You can sign up for Direct Deposit at any time to have your pay deposited directly into your personal bank account on paydays.

**Sick Leave:**

Beginning May 13, 2015, temporary workers who are appointed to work or who do work for the University of Pennsylvania in Philadelphia, PA, or the surrounding area (e.g., New Bolton Center, Morris Arboretum, Glenolden) for six (6) or more months in a calendar year will accrue paid sick leave at the rate of one (1) hour of sick leave for every 40 hours worked.  The maximum sick leave accrual for eligible temporary workers is 40 hours in each calendar year.  Eligible temporary workers can use no more than 40 hours of sick leave in each calendar year.  Any unused and accrued sick leave will be carried over to the next calendar year.  Upon termination, temporary workers will not receive payment for any unused or accrued sick leave.  Temporary worker rights to sick leave under this policy shall in no case be less than those afforded by the ordinance or any other applicable law.

If you have any questions about your temporary work assignment, please do not hesitate to contact me.

Sincerely,

Hiring Officer,

Title

My signature indicates my acceptance of this appointment and my understanding that the continuation of this position is dependent in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct or for other reasons

**Employee Signature Date**

**CC: Tiffany Brooks**

**Payroll Coordinator**