



EMPLOYMENT CONTRACT FOR TEMPORARY EMPLOYEES

TO: _____

It is our pleasure to offer you, subject to administrative approval, a Wages As Earned (WAE) appointment in the department of _____. WAE is a non-full time, temporary appointment that pays hourly wages as earned on a bi-weekly schedule. This is not a regular part time or full time position. WAE positions cannot hold faculty status, be Instructor of Record and will not lead to tenure. WAE positions are not benefits eligible.

The appointment is effective _____ and ends _____ at an hourly rate of \$_____.

Average weekly hours are _____.

Classified Unclassified

Your initial duties are outlined on the attached job description which you are to initial and return with this contract. Your duties are subject to change, depending on department needs, and such a change shall not be grounds for rescission of this contract. In any event, financial exigency may justify the cancellation or amendment of this contract.

In accepting this appointment you understand that you are accepting a benefits ineligible position and agree to abide by the regulations of the University, the Board of Supervisors and the laws of Louisiana, which include but are not limited to execution of the loyalty oath required by the State of Louisiana and assignment of patents and copyrights to the University under prescribed conditions. WAE appointees are not eligible for holiday pay, earning sick or annual leave, or fringe benefits, and shall only be paid for time actually in work status. The WAE employee must certify the actual hours of service rendered by signing a time record or a time-sheet that includes the correct number of hours of attendance on duty.

Your employment is contingent upon a satisfactory background check, approvals through appropriate administrative channels (including the Office of Human Resource Management), and completion of a valid Employment Authorization Document (I-9) in accordance with federal regulations. Although your employment is for a definite term, it may be terminated at any time and for any reason subject to the Regulations of the Board of Supervisors and Louisiana law. Special provisions of this appointment are: _____

Administrative Approvals [as required]

Department Head/
Supervisor

Date

Employee Acceptance of Approved Offer

I hereby accept the offer and the conditions of employment as stated above. I acknowledge that any representations or conditions not stated above or incorporated by reference are not binding on the University and do not form part of this employment contract. I also understand that, as a condition of employment, La. R.S. 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver's license and that all vehicles titled in their name have been registered in the state of Louisiana.

Employee Signature

Date