



Dear Temporary Employee,

We are pleased that you are joining Central Michigan University (CMU) as a temporary employee. We sincerely hope that you find your work experience to be rewarding and pleasant.

As a temporary employee of CMU, the following information is important to note about the terms of your employment:

- By accepting this assignment and to comply with the Patient Protection and Affordable Care Act, you agree that the **total** hours you work in any capacity for any department at Central Michigan University **will not exceed 50 hours per pay period during the academic year**. Temporary employees may work up to 40 hours per week during the summer. Should you accept concurrent work assignments in multiple departments at Central Michigan University, you agree to report these additional assignments to the supervisors.
- The University considers the beginning and continuation of your employment to be an acceptance of the terms of your temporary position. Your work schedule, anticipated length of appointment, and duties will be assigned and communicated to you by your supervisor or his/her designee.
- Your temporary status means you have no guarantee of continued employment or reappointment. Your employment may end at any time, with little or no advance notice.
- In recognizing the immediate need that departments typically have when hiring a temporary employee and taking into consideration that temporary appointments are filled for a limited time (typically between 6 months and up to a maximum of 3 years, dependent upon the collective bargaining agreement/handbook), Human Resources does not evaluate your qualifications in relationship to temporary assignments; therefore, there is no guarantee that you will qualify for the regular position when it is posted for recruitment.
- As a temporary employee, you will not qualify for the full benefit package offered to regular or provisional employees. You may, however, be eligible to defer a percentage of your wages on a pre-tax basis into a 403(b) Supplemental Retirement Plan. Also, under rare and specific conditions, temporary employees might be eligible to participate in the Michigan Public School Employees Retirement System (MPERS) if they have MPERS eligible service credit prior to 1/1/1996 at CMU or another university in the MPERS retirement plan. Questions about these programs should be directed to the Benefits & Wellness office at 989-774-3661 or [benefits@cmich.edu](mailto:benefits@cmich.edu).

The terms of appointment contained in this letter supersede any verbal agreements associated with your position. For additional information regarding temporary employment, please go to <https://www.cmich.edu/about/human-resources/my-employment/supervisor-toolkit/hiring-processes/hiring-a-temporary-employee>.

If you have any questions or concerns, do not hesitate to contact Human Resources/Employment Services at (989) 774-2010. Again, welcome to the University.

Sincerely,

A handwritten signature in black ink that reads 'Cali Clark'.

Cali Clark  
Director/Employment and Compensation