



STATEMENT OF AGREEMENT AND UNDERSTANDING

Employment in a Non-Permanent WAE Position

8/4/2014

Name:	Agency/Section/Unit:
Check One: <input type="checkbox"/> Classified WAE Appointment <input type="checkbox"/> Unclassified WAE Appointment	

In accordance with Civil Service Rules, agencies may establish temporary, non-permanent appointments of a limited duration to assist with work of a temporary nature or work overloads. Your signature below indicates that you agree and accept the conditions of this temporary, non-permanent appointment.

I, _____, understand that I am accepting a temporary, non-permanent appointment as stated above. I understand that the agency has the discretion to extend this appointment under certain conditions or may terminate this appointment at any time for any reason.

I understand that I **am not** eligible for or entitled to state benefits, leave earning or paid holidays. I understand that in the event the appointing authority determines that a layoff is necessary I do not have rights to offers of relocation to another position and this appointment may be terminated.

I understand that I am only authorized to work up to **1245 hours** within a twelve month period, regardless of the job title or state agency that I work within. The twelve month period is established upon initial date of hire and the 1245 hours may be worked on a full-time, part-time, or intermittent basis within the twelve month period. Only the State Civil Service Commission may grant exceptions to this rule.

I have read the above and agree to accept this temporary, non-permanent WAE appointment. I further understand that as long as I remain employed in such a temporary, non-permanent capacity, the aforementioned conditions apply.

Employee Printed or Typed Name: _____	
Employee Signature: _____	Date _____
HR Representative: _____	Date _____

NOTE: If you have any questions concerning these terms, please consult with your Human Resources Office.