**STT Appointment Letter Template**

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division. The purpose of this letter is to confirm our offer and your acceptance of the short-term temporary (STT) position of job name (job code) in the division of the King County agency. The effective date of your appointment is date. The work you will perform is anticipated to end no later than approved end date.

This position reports to supervisor, title. Your primary work location will be in the division offices located at address.

This position’s standard workweek is 35/40 hours and normal work hours are 8:00 am to 5:00 pm, Monday through Friday. This position is approved for no more than 910/1040 hours, which may include other work you have performed for the county in the past 12 months. This position is/is not represented by a labor union.

In this position you will summary of duties. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at $rate hourly, which is Step X of Range X (King County 2009 FLSA Non-Exempt Squared Annual Salary Table). You will be paid on a biweekly/ semi-monthly basis in the PeopleSoft/MSA payroll system, with the first pay date for the new position occurring date. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual with prior approval. However, you must receive approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8“Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act” (June 1, 2008) for more information on the executive policy for hourly employees.

You are scheduled to attend a New Employee Orientation at time on date, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street. Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Harassment training.

You are required to comply with federal government work authorization requirements. Within the first three days of employment, you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with an agency human resources/payroll staff person who will provide more information.

As an STT employee, you are an at-will temporary employee and serve at the pleasure of the hiring authority; you may be terminated from employment at any time with or without cause and without prior notice. STT employees are not members of the county’s career service system and are not covered by the provisions governing the career service system.

Please note the following items:

* You are ineligible for county benefits;
* You may be separated from employment prior to the completion of the projected work schedule without cause or prior notice;
* You do not attain any rights toward career service or employment;
* You are ineligible for transfer to a career service position unless you have competed in a formal selection process; and
* You are ineligible for recall or reinstatement to a career service position.

STT employees who exceed the hour threshold limit in a calendar year may file an appeal to seek conversion of their body of work to a part-time or full-time regular career service position by appeal to the Career Service Review Committee. Attached are the appeal procedures for STT employees.

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of things important to you. If you have any questions about your position or any information in this letter, please contact supervisor, title, at phone.

Congratulations on your appointment, and again, welcome to DIVISION.

Sincerely,

HIRING AUTHORITY

Attachment

cc: SUPERVISOR

 OTHER

 Personnel/Payroll file

**STT BODY OF WORK
APPEAL FORM**(For short-term temporary employees)

Name Contact Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_

Employee ID Job title Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

King County Department/Division of Employment

Supervisor Name Current Scheduled Hours Per Week (35/40/Other) \_\_\_\_

Brief Summary of Duties

Period of Employment - From To

Total number of hours worked as a short-term temporary and/or contract worker including overtime if applicable in the:

|  |  |
| --- | --- |
| Current Year | Previous Year |
|  |  |

Please check the box that applies to your situation:

🞎 I have exceeded the calendar year working hour threshold of 910 or 1040 hours.

🞎 Other.

Explain why you feel that the body of work which you have been performing is ongoing, relatively stable, predictable, and half-time or more on an annualized basis and should be converted to a Career Service position.

*I am providing the following information and attached documentation in support of my appeal (attach additional pages if needed*):

Signature Date

**SEND APPEALS TO: Career Service Review Committee (CSRC)**

 **c/o Human Resources Division Director**

**Department of Executive Services**

**King County Administration Building**

**M.S. ADM-ES-0450**

**500 Fourth Avenue, Room 450**

 **Seattle, WA 98104**

*See* King County Code Section 3.12A.050 for appeal procedure