

GUIDELINES FOR USE OF LETTER OF APPOINTMENT

Individuals hired on Letter of Appointment must be in assignments that satisfy the following:

Assignments are defined as "employee" (according to the "Definitions of Employee and Consultant") but do not relate to faculty, administrative staff, classified staff, or student status.

Individuals work on special projects for a limited period of time, but in no case longer than one year.

The following procedures should be used in issuing a Letter of Appointment:

1. A job description should be developed. Neither the job description nor the job title should correspond to faculty, administrative staff, classified, or student positions.
2. The Contracting Officer for the area determines if the requirements for a Letter of Appointment are met. The Office of Equity and Diversity and Human Resources may be consulted in making this determination. Departments in the Academic area should notify the Academic Area Budgets Office.
3. It is not necessary to advertise or publicly recruit for the position. Individuals may be identified by the hiring department of all Letters of Appointment.
4. The rate of pay may be an hourly or monthly rate, or a total amount for a short term project. The period of employment should be the inclusive dates of employment. The schedule should specify the exact dates of service, and, when appropriate, the number of hours/days per week or the total hours/days of service.
5. The Letter of Appointment specifies if the individual will be compensated on a bi-weekly or monthly basis.
 - a. Bi-weekly - if the individual is to be paid an hourly rate of pay, hours are turned in to Payroll on time sheets.
 - b. Monthly - if the individual is to be paid a pre-determined amount per month for the completion of a project, a payroll authorization must be processed for Payroll either on a monthly basis or reflecting the terms of the duration of the appointment.
6. Once the Letter of Appointment is completed and signed by appointee, initiator, and contracting officer, the copies should be distributed as follows:
should be distributed as follows:
 - a. Human Resources - original
(for review and notification of appropriate departments, i.e. payroll)
 - b. Appointee
 - c. Contracting Officer
 - d. Initiator
7. Appointee will be identified with an account # different from faculty, administrative staff, classified staff, or students. Payments for Letters of Appointment are charged to the Operating Budget designated on the Letter.
8. Appointees will be given an orientation in Human Resources to place them on the payroll and explain benefits and conditions of employment.

**LETTER OF APPOINTMENT (NON-STUDENT ASSIGNMENTS)
FOR**

_____ ("Appointee")

It gives us great pleasure to offer you an appointment as _____ in the department of _____

_____ at Bowling Green State University ("University"). A description of your duties and responsibilities is attached. It is understood that you will render temporary service during your period of employment under this agreement, and that the University shall compensate you for such services at the rate of _____

_____ per _____ Your number hours will be _____ per _____
(dollar amount) (hour, week, month, etc.) (week, month, etc.)

The dates of your employment will be _____
(specific dates of employment)

You will be paid on a _____ bi-weekly, _____ monthly basis. Deductions will be made from your compensation for federal, state and local taxes and Medicare contributions. Unless you are eligible to be exempt from membership in the retirement system, deductions will also be made from your compensation to cover OPERS/STRS contributions.

Appointees are considered temporary employees of the University and shall adhere to all University policies and procedures relating to employment. The University shall have the right to terminate the service of the appointee at any time during the appointment period for any reason including, but not limited to for cause, unsatisfactory performance, lack of funds, reorganization, or elimination of the position. Compensation under this appointment shall continue through the termination date or last date the appointee worked. The University will provide the appointee with Worker's Compensation coverage and, unless exempt from membership in the retirement system, OPERS/STRS benefits. One parking decal will be provided.

This agreement and the services rendered hereunder are subject to the provisions of the Constitution and the Revised Code of Ohio and of the official regulations of the Board of Trustees of the University. Any specific provision found to be contrary to the Constitution or Laws of the State of Ohio is to be considered void without invalidating other provisions of this appointment. This agreement may be terminated by either party at any time upon notice by one party to the other.

Please return the signed Letter of Appointment to _____

no later than _____

Signature of Appointee

Signature of Initiator

Employee ID#

Date

Date

Signature of Contracting Officer

DCC/Program Code or Project/Grant Number

Date