



## NOTICE TO TES EMPLOYEES

AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.

All TES employees are allowed to work a **maximum of 1,450 hours** within any 11-month time period. Once your allotted 1,450 hours have been worked, your assignment will end. You and your on-site supervisor will be notified of your total hours worked prior to meeting the 1,450-hour threshold. Once these maximum hours have been worked, you will be required to have a break-in-service.

Temporary employees who are interested in applying for regular University employment are considered external applicants and must follow established selection procedures for external applicants. The Department of Human Resources establishes the job title/grade and rate of pay for all Administrative/Professional and University Staff positions. If a temporary employee does apply for a regular continuing position and an offer is made, the pay rate that is offered may or may not necessarily be the same rate they are receiving as a temporary employee.

Acknowledgment Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Date \_\_\_\_\_