



AUBURN UNIVERSITY

TEMPORARY EMPLOYMENT
SERVICES

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, veteran status, genetic information, or any other classification protected by applicable law. As a matter of policy, Auburn University also prohibits sexual orientation discrimination in employment decisions.

All TES employees are allowed to work up to a **maximum of 1450 hours** within any 11-month time period. Once your allotted 1450 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 1450-hour threshold. Once these maximum hours have been worked, you will be required to have a break-in-service of at least a calendar month.

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 benefits-eligible regular employment position and an offer is made, the pay rate that is offered may not necessarily be the same rate you are receiving as a temporary employee.

Acknowledgement

Date