

TEMPORARY EMPLOYEE (LOCAL 1585) INFORMATION

To be completed by Department Administrators

Initial Hires:

Fill in the employee's name, title, grade, department and work location; check appropriate union card box, have the employee sign and date where indicated*. Fill out the entire first line in the table below, beginning with the starting date and ending with the employee's initials and date. Retain a signed copy for their file, provide a copy to the employee, and forward the original to MSU Human Resources. If you have questions, please call (517) 353-4434.					
Name:		Title:		Grade:	
Department:			Work Location:		
Union Card: <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <i>(you must check one)</i>					
Start Date:		End Date:		Person Completing Form & Phone:	
<i>This is to inform you that you have been appointed into a temporary labor position at Michigan State University. Your starting and ending date are indicated below. This appointment may be extended by mutual agreement, but may not exceed a total of nine continuous months of employment without a one-week break in service. Upon initial hire, please sign and date below to show that you have read and understand this form. If your appointment should go beyond your initial end date, you will be required to initial and date each line on the table below.</i>					
*(Initial Hire Only) Employee's signature _____				Date: _____	

For recycled employees: use your most recent copy of this form. Fill in the next line available in the table below, indicate a start date and new end date, and fill in the entire line ending with the employee's initials and date. Retain a signed copy for their file, provide a copy to the employee, and forward the new original to Human Resources.

Starting Date	Ending Date	Action being taken & Date <i>(i.e., new hire or rehire) For Title and/or Grade change indicate New title/grade here</i>	Person completing form & Phone number <i>(please print)</i>	Employee initial & date**	Central HR Initial

**Recycled Employees – prior dues elections are not modified by this document.