xxxxxx ,2022

Xxxxxxx xxxxxxxxx

Dear xxxxx,

This is to confirm that you have been hired as a temporary worker in the XXXXXXXX program at the Weitzman School of Design. Your hourly rate is XXXXX and you will be paid weekly; an online timesheet in Workday will need to be submitted each week in order to be paid. This is a non-exempt position with no benefits. You cannot work more than 40 hours a week and you cannot exceed more than 999 hours in a fiscal year (July 2021 - June 2022) (<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-person>).

You are not under any employment contract and your temporary status can be terminated at any time without notice. Your Job Duties as a Temporary Worker include: xxxxxxxx

For information about our policies regarding COVID-19, including the mandatory vaccination requirements and the completion of PennOpen Pass each day, please visit coronavirus.upenn.edu

Sick Leave:
Beginning May 13, 2015, temporary workers who are appointed to work or who do work for the University of Pennsylvania in Philadelphia, PA, or the surrounding area (e.g., New Bolton Center, Morris Arboretum, Glenolden) for six (6) or more months in a calendar year will accrue paid sick leave at the rate of one (1) hour of sick leave for every 40 hours worked. The maximum sick leave accrual for eligible temporary workers is 40 hours in each calendar year. Eligible temporary workers can use no more than 40 hours of sick leave in each calendar year. Any unused and accrued sick leave will be carried over to the next calendar year. Upon termination, temporary workers will not receive payment for any unused or accrued sick leave. Temporary worker rights to sick leave under this policy shall in no case be less than those afforded by the ordinance or any other applicable law.

Sincerely,

XXXXXXXXXX

*My signature indicates my acceptance of this appointment and my understanding that the continuation of this position is dependent in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct or for other reasons.*

 Employee Signature: