



Division of Human Resources
 Statement of Terms and Conditions
 For Time-Limited Appointments
 For Staff Employees

As an employee appointed to a Staff position that has been designated as time-limited, the following terms and conditions apply:

- You are entitled to earn permanent status at the completion of the designated probationary period for the class if you receive an overall performance evaluation rating that is not substandard, or, in the absence of a performance evaluation, you are entitled to earn permanent status by default.
- You are entitled to all rights and privileges associated with permanent status with the exception of the following:
 - Your employment may be terminated prior to or at the end of your appointment period due to the expiration, cancellation, reduction, or reallocation of funding.
 - If your employment is terminated, you are not entitled to exercise rights outlined in the university's procedure regarding layoff and reemployment.
- If the class to which you are appointed is covered by a collective bargaining agreement, you are entitled to the rights and privileges specified in the agreement.
- If your employment is terminated, you are entitled to 14 days' advance notice.
- Such termination is not for performance or disciplinary reasons; therefore, it will not reflect negatively on your employment record with USF.

I understand and accept the terms and conditions outlined above for this time-limited appointment.

Employee's Name (print or type)	Empl. ID	Class Title	Position #
Employee's Signature	Date		
Expiration Date of Funding Source		Hiring Authority's Signature	

The original of this document must accompany the appointment package submitted to Human Resources. The hiring authority and employee should retain a copy.