**TLT Appointment Letter Template**

**FLSA Overtime-Eligible (Hourly Employee)**

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division. The purpose of this letter is to confirm our offer and your acceptance of the term-limited temporary (TLT) position of job name (job code) in the division of the King County agency. The effective date of your appointment is date. The work you will perform is anticipated to end no later than approved end date.

This position reports to supervisor, title. Your primary work location will be in the division offices located at address.

This position’s standard workweek is 35/40 hours and normal work hours are 8:00 am to 5:00 pm, Monday through Friday. If interested, you may want to discuss establishing an ongoing alternative work schedule with your supervisor; however, any alternative work schedule is subject to approval by authority to approve alternative work arrangements.

In this position you will summary of duties. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at $hourly rate, which is Step X of Range X (King County 2009 FLSA Non-Exempt Squared Hourly Salary Table). You will be paid on a biweekly/ semi-monthly basis in the PeopleSoft/MSA payroll system, with the first pay date for the new position occurring date. (If paid in the MSA payroll system, commencing January 2012, you will be transferred to the PeopleSoft payroll system and begin receiving your paycheck every other Thursday, instead of the 5th and 20th of each month.) This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual with prior approval. However, you must receive approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8“Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act” (June 1, 2008) for more information on the executive policy for hourly employees.

This position is/is not represented by a labor union. If represented, you will be required to join the union and pay union dues. If represented, the specific provisions of your collective bargaining agreement will apply.

This temporary position is eligible for the county’s employee benefits package. You are scheduled to attend a New Employee Orientation at time on date, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street. At this mandatory meeting, you will receive additional information about all of the King County employee benefits and the Washington State Public Employees Retirement System (PERS). As a benefits-eligible employee, you are entitled to benefits, which begin the first calendar day of the month following the first day you report to work. You may review the details of these programs on our website at <http://www.kingcounty.gov/employees>

Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Harassment training.

You are required to comply with federal government work authorization requirements. Within the first three days of employment, you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with an agency human resources/payroll staff person who will provide more information.

As a TLT employee, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. TLT employees are not members of the county’s career service system and are not covered by provisions governing the career service system.

TLT employees who exceed the term of their TLT position may file an appeal to seek conversion of their body of work into a career service position. I have attached a “TLT Body of Work Appeal Form” for your information.

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of things important to you. If you have any questions about your position or any information in this letter, please contact supervisor, title, at phone.

Congratulations on your appointment, and again, welcome to division.

Sincerely,

HIRING AUTHORITY

Attachment

cc: SUPERVISOR

OTHER

HRD Contingent Worker Program Manager

 Personnel/Payroll file

**TLT BODY OF WORK
APPEAL FORM**(For term-limited temporary employees)

Name Contact Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_

Employee ID Job title Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

King County Department/Division of Employment

Supervisor Name

Brief Summary of Duties

Period of Employment - From To

Please check the box that applies to your situation:

🞎 I have exceeded the term of the term-limited temporary position for which I was hired.

🞎 Other.

Explain why you feel that the body of work which you have been performing is ongoing, relatively stable, predictable, and half-time or more on an annualized basis and should be converted to a Career Service position.

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*I am providing the following information and attached documentation in support of my appeal (attach additional pages if needed*):

Signature Date

**SEND APPEALS TO: Career Service Review Committee (CSRC)**

 **c/o Human Resources Division Director**

**Department of Executive Services**

**King County Administration Building**

**M.S. ADM-ES-0450**

**500 Fourth Avenue, Room 450**

 **Seattle, WA 98104**

*See* King County Code Section 3.12A.050 for appeal procedures.