CREIGHTON UNIVERSITY

OMAHA, NEBRASKA

TEMPORARY NON-FACULTY EMPLOYMENT ARRANGEMENT

[DATE]

[NAME & ADDRESS]

Dear [NAME]:

I am pleased to offer you a temporary assignment beginning on [DATE], 20\_\_\_, and ending [DATE], 20\_\_\_. If you agree to accept this assignment, your primary responsibility will be [DESCRIPTION]. You will be compensated on a biweekly basis at the rate of $[RATE] per hour. Your assignment is estimated to be as follows:

[description of work to be performed and calculation of pay]

You will be responsible for tracking your hours daily on a university issued timesheet verified and approved by your assigned supervisor. In order to receive payment for hours worked, you will be expected to submit your approved timesheet to [INSERT NAME] as required.

You understand that a minimum number of students (as defined by Creighton in its sole discretion) must be enrolled in the course in order for the course to be conducted.

I look forward to receiving your signed letter and you joining [INSERT SCHOOL/DEPARTMENT]. Please let us know how we can assist you in your role.

Sincerely,

[INSERT UNIVERSITY REPRESENTATIVE]

[TITLE]

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Letter must be signed and returned to the sender within 14 (fourteen) days of the date of the letter.