

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
P.O. Box 1185, Arcata, CA 95521-1185 • 707.826.4189

APPOINTMENT FORM

Please Print

EMPLOYEE NAME: _____ HOME PHONE: _____

ADDRESS: _____

1. TO BE COMPLETED BY PROJECT DIRECTOR:

- OR Report of New Appointment (Select Employment Category Below)
 Change of Appointment: From _____ to _____

EFFECTIVE DATE: _____

POSITION TITLE: _____ PROJECT/ACCOUNT NAME(S): _____

RATE OF PAY: \$ _____ per _____ TIME BASE: _____ Hourly _____ Full time
_____ 1/4 time _____ 1/2 time _____ 3/4 time
Other: _____

SOURCE OF FUNDING:

- Grant or Contract Donation or Endowment Interest
 Course Fees or Program Revenue Other _____ explain

SELECT EMPLOYMENT CATEGORY:

- Regular Salaried-- Category A (.75 time or more; 6 full months or more; group insurance eligible)
 Regular Salaried-- Category B (less than .75 time & 6 full months or more; or full-time less than 6 full months; no group insurance)
 Student Employee (must carry 6 units or more undergrad, 4.5 units grad, must be paid on student assistant salary schedule. Student work should not interfere with their educational program. Typically, this would not be more than 20 hours per week.)
 Graduate Undergraduate
 Occasional Employee (hourly, as needed, irregular schedule)
 Hourly (hourly, regular schedule; vacation and sick leave if appointed for six months or more).
 Check if six months or more.

2. TO BE SIGNED BY EMPLOYEE AND PROJECT DIRECTOR:

I understand that as a federal and state contractor, HSU Sponsored Programs Foundation (HSUSPF) is required to maintain a drug-free workplace. I understand that HSUSPF is required to maintain a work environment that is free from racial and sexual harassment. I understand that employees must abide by both the drug-free workplace policies and the policies against racial and sexual harassment as a condition of employment. I understand that employment through a grant, contract, donation or endowment interest account, or course fee or program revenue account or similar project account is, by Education Code and Title V definition, temporary and thus is at will employment which can be terminated with or without cause. All the foregoing types of employment are non-permanent and not subject to tenure.

Employee Signature

Project Director Signature Date