

## **TEMPORARY EMPLOYMENT AGREEMENT**

EMPLOYER/GRANTEE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

RATE OF PAY: \_\_\_\_\_

This position requires you to be in good physical condition, that you be able to work outdoors, and the ability to lift large and/or heavy objects.

WORK WEEK: Regular work week starts Monday and ends on Friday.

HOURS: 8:00 am to 5:00 pm (typically).

OVERTIME: Time and one half will be paid for any hours worked over eight hours in one day or over 40 hours a week. Overtime must be approved in advance by the supervisor.

### **WHEN AND WHERE PAID:**

The pay period is two weeks in length. Pay will be issued by check or electronic funds transfer on the Friday following the close of each pay period. Accounting for this project is provided by an accounting firm retained by the Alaska Energy Authority.

### **ADDITIONAL INFORMATION:**

As a temporary employee, there are no benefits provided by the project other than Worker's Compensation, Unemployment Insurance, and Medicaid Withholding.

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Listed below are some reasons you may be suspended or terminated from your job. Please read each item carefully. It is your responsibility to follow the conditions of your employment.

- 1) Importation, and/or consumption of alcoholic or intoxicating substances during work hours. This includes any drugs or hallucinogenic substances.
- 2) Tardiness when reporting to work or returning from lunch or breaks.
- 3) Any theft or punishable crime.
- 4) Continued problems with supervision.
- 5) Unexcused absences. It is your responsibility to contact the Superintendent if you are unable to come to work due to illness or personal problems.
- 6) Dangerous work habits. If the Foreman or Supervisor sees that your use of machinery or tools, or your general work habits, are hazardous to other employees, you will be suspended or terminated.
- 7) Excessive abusive language or behavior that constitutes a threat to a fellow employee.

I have read, understood, and agree to abide by all of the above conditions of my employment and all of the terms of this Temporary Employment Agreement.

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(Employee Signature)

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(Date)

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(Witness Signature)

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(Date)