

To: The Individual Recommended for Employment

The following describes important policies and procedures affecting your employment.

Please review this information carefully. Additional information about these policies can be found at <http://www.umaine.edu/hr>

The front side of this page documents your temporary employment as recommended by the department. Assignments shall be made by the appropriate administrator. Changes in an official assignment may be made in the event of unusual or unforeseen circumstances. Assignments may be adjusted or retracted at any time due to lack of work or enrollment, or budgetary or programmatic considerations. Contact your supervisor with any questions about your work assignment.

*By law, new University employees are required to verify their eligibility to accept employment within **THREE** business days of their first day of work. A social security card and a driver's license are examples of documents that may be used for this verification which must be completed in Payroll (120/124 Corbett Hall). If you have had prior employment with the University, you will need to re-verify your payroll status (e.g. tax withholding, bank account numbers, etc.) with the Payroll Office. Your salary will be directly deposited to the bank(s) of your choice. Temporary employees are not eligible for benefits such as insurance, annual and sick leave, or tuition waiver.*

University policy prohibits sexual harassment of either employees or students. A copy of this policy will be sent to you upon request. Any employee or student who violates this policy will be subject to disciplinary action. For additional information on your rights under this policy and the channels for reporting concerns related to sexual harassment, contact the Office of Equal Opportunity, at 581-1226.

The University of Maine provides reasonable accommodations for qualified individuals with disabilities. Requests for accommodation should be directed to Kathleen Bell, Assistant Director Employee Health, Benefits, and Payroll at 581-2366. The University's conflict of interest policy outlines both the obligation of employees to talk to their supervisors about potential conflict situations and the University's responsibility to respond promptly to these situations. A copy of this policy will be sent to you upon request.

The University of Maine's Annual Security Report includes statistics on reported crimes that have occurred on or near campus, as well as University policies concerning campus security. Copies of the report are available upon request from the Director of Public Safety, Mail Service, The University of Maine, 5761 Keyo Public Affairs, Orono, ME, 04469-5761, by calling (207) 581-4048, or by accessing the following website: [www.umaine.edu/security](http://www.umaine.edu/security).

If you have any questions or concerns regarding the terms or conditions of your employment, contact your department chairperson, dean/director or Human Resources at 581-1580. Please sign the front of this form to indicate your acceptance of the above terms and conditions of this temporary employment and return this form to Human Resources. ***Payment cannot be initiated until this signed form is returned to Human Resources. The payroll deadline is the 10th of the month in which payment is to occur. Professional employees are paid on the last working day of the month.***

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to the Office of Equal Opportunity, The University of Maine, Room 101, 5754 North Stevens Hall, Orono, ME 04469-5754, telephone (207) 581-1226 (voice and TDD).