

Piedmont Technical College

Temporary Employment Agreement

Division: _____

Department: _____

This employment agreement is entered into by Piedmont Technical College, and agency and instrumentality of the State of South Carolina, hereinafter referred to as the College and _____ hereinafter referred to as the temporary employee.

It is hereby mutually agreed as follows:

1. This employment agreement is for services rendered for the period beginning _____ and ending _____. It is understood and agreed that the beginning and ending dates of the above or interruption of the educational program for any reason beyond the control of the College, the beginning and ending dates will be changed accordingly, and the temporary employee is obligated to fulfill the contract unless otherwise excused by proper authority.
2. The *estimated* total number of hours in this period are: _____ Duties shall include: _____
Account Number: _____ Scheduled Days & Time _____.
3. The total salary for rendering the above services shall not exceed \$_____ and will be paid in arrears for the hours worked and reported during the prior month at _____ per hour.
4. It is understood this position is temporary in nature and the college reserves the right to cancel or revise this agreement if necessary.
5. State Budget and Control Board policy states that no employee or any state agency or institution shall be paid any compensation or travel expenses from any other state agency or institution except with the approval of the agency or institution in which he/she is regularly employed and the State Budget and Control Board. Acceptance of this employment agreement constitutes representation by the temporary employee that he/she is not an employee of any other state agency or institution and constitutes agreement to submit a Request for Dual Employment to the College prior to entering into agreement to perform personal services for compensation with any other state agency or institution.
6. It is understood and agreed that no person employed under this agreement as a temporary employee will be entitled to any fringe benefits, but in the event a temporary employee is an active member of the South Carolina Retirement System or chooses to enroll, contributions to the system must be withheld and reported to the system on his/her gross earnings.
7. Other consideration:

Signature of Temporary Employee

Date

Signature of Employing Officer

Date

PTC ID Number/P Number

Signature of Institutional Officer

Date

(Human Resources Office Use Only)