



Conditions of Employment Acknowledgement Form for Temporary/OPS Employees

The assignment for which you are being hired is considered a temporary/OPS position. Temporary/OPS positions are not established positions and are paid from OPS funds. Temporary/OPS positions are usually not eligible for benefits and retirement; however, they may be eligible for health insurance coverage depending on the average hours worked per week. Temporary/OPS positions may be exempt or non-exempt based on job duties and salary in accordance with the Fair Labor Standards Act (FLSA). The length of each position depends on available funding. They provide part-time or full-time employment. Temporary/OPS positions do not have layoff rights and may be terminated without prior notice. Applicants hired into Temporary/OPS positions may apply for a regular appointment should a vacancy become available.

Future changes in your employment may require you to provide additional information, per Florida Statute 1010.35 – Screening Foreign Researchers.

Pursuant to Florida law, any applicant or student seeking employment in a research or research-related support position who is a citizen of a foreign country and not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of employment or training in China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria is subject to additional screening. Applicants meeting those criteria will be required to provide the following information before any offer of employment can be made: every institution of higher education attended; all previous employment since the applicant's 18th birthday; list of all published material, current and pending research funding from any source, including details about the research, your role, funding source, and amount; list and description of any non-university professional activities; any affiliation with an institution or program in a foreign country. Selected applicants will be required to provide additional information per the Statute, including a complete copy of your passport; and, if available, the most recently submitted DS-160 (Online Nonimmigrant Visa Application).

Prior to your first day of employment, you will need to complete the “onboarding process” in Workday, Florida Atlantic University's Human Capital Management (HCM) System. Please monitor your email for directions on the onboarding process. The onboarding process includes but is not limited to completion of Section I of the I-9, entering government ID's, contact and personal information, completion of federal withholdings, and the Direct Deposit Authorization form. Florida Atlantic University uses direct deposit as the method of salary payments for employees. The State of Florida requires that you sign a loyalty oath which will be included in the electronic onboarding process. Human Resources will e-notarize the loyalty oath after you e-sign.

Federal law requires that all employees complete an electronic I-9 verifying their eligibility to work in the United States. Our Workforce Administration and Records Control Office will need to photocopy original documents in compliance with the Immigration and Naturalization Act. A list of acceptable documents for I-9 verification is available by visiting our website at (http://www.fau.edu/hr/files/I9_List_of_Acceptable_Documents.pdf). Please be prepared to present appropriate documentation on or before your first day of employment. Please note, this process is required by law to be completed within three (3) days of the start of your employment.

I acknowledge that I understand the terms of temporary employment and accept the assignment.

Employee Signature

Print Name

Date _____