

TEMPORARY/PART-TIME EMPLOYEE RECORD

LAST NAME _____ FIRST NAME _____ M.I. _____

SSN _____ Department _____

Type of Employment Student Worker Adjunct Faculty Professional
Secretarial/Clerical Laborer Police Officer Other _____

Previous Employment Have you ever worked for UHCL before? Yes or No If "yes", please specify:

From _____ To _____ Type of Employment _____

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Dual Employment If you are currently employed by another agency of the State of Texas, please complete the dual employment form in this manual.

Retirement Benefits If you are currently employed or have been employed during the current fiscal year for a period of 4.5 months or longer, by an independent school district, junior college or university in a retirement eligible position, you may qualify for retirement benefits during your employment at UHCL. If you feel you qualify, please contact the Office of Human Resources. Retirement deductions and contributions for temporary/part-time employees require employer certification each fiscal year and benefits will not begin until the certification has been received in the Office of Human Resources.

Retirees of the Teacher Retirement System of Texas (TRS) may work in a Texas public school without affecting their retirement annuity under certain circumstances. For more information, refer to your TRS pamphlet or call TRS at 1-800-223-8778. **Please check the one applicable statement below:**

A. I **am not** a retiree of the TRS.

B. I **am** a retiree of the TRS.

Employment Documents

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| 1) AA/EEO Commitment | 9) AIDS Policy |
| 2) Dual Employment With The State | 10) Personnel Documents |
| 3) Immigration Reform and Control Act of 1986 | 11) Patent Disclosures & Assignment Agreement |
| 4) Workers Compensation Benefits | 12) AIS Acceptable Use Policy |
| 5) Drug & Alcohol Abuse Prevention Policy | 13) Sexual Harassment Policy |
| 6) UHS Board of Regents, "Board Policies" | 14) Sexual Harassment Complaint Procedure |
| 7) UHS Board of Regents Policy 11.08,
Intellectual Property | 15) Non-Discrimination Policy and
Grievance Procedure |
| 8) The Whistle Blower Act | |

Employee Acknowledgment I acknowledge receipt of the documents listed above concerning my employment with the University of Houston-Clear Lake and the State of Texas. I understand that **before performing any work**, I must complete and sign the INS Form I-9 in the Office of Human Resources, Room #2537 in the Bayou Building.

Signature _____

Date _____

Note: Failure to read and complete certain documents may result in a loss of employment benefits.