



INSTRUCTIONS FOR TEMPORARY EMPLOYEES

Please complete the following forms prior to beginning of temporary employment at Murray State University and return to the hiring supervisor:

- Sexual Harassment Awareness and Staff Handbook Acknowledgement Form
- Statement of Ethical Principles and Code of Conduct Acknowledgement Form
- Background Investigation Consent Form

Note: Not completing the required forms could result in a delay in employment and/or pay.

Additional information about temporary employment at MSU:

- 1) Temporary full-time employees are those who work *more* than 20 hours per week, while temporary part-time employees work *less* than 20 hours per week.
- 2) A temporary full-time employee can work 9 consecutive months with the university. At the end of the 9th month a 3 month calendar break must occur before returning to work. A temporary part-time employee can work for the university consistently with no break needed.
- 3) Those employed temporarily are not eligible for fringe benefits of the University including vacation, paid holidays, retirement or the medical (except as required by law) and life insurance program. Workers' compensation is available.
- 4) Those employed temporarily will only receive pay for the actual hours worked. No pay is authorized for holidays or other leaves during that employment period.

Human Resources Contact Information

msu.hr@murraystate.edu --- (270) 809-2146 (office phone) --- (270) 809-3464 (office fax)

Please complete the following:

Yes No Are you a member or have you contributed to a Kentucky State Retirement System?

Yes No I am a former employee of Murray State University. If Yes, when? _____

Yes No I have either a high school diploma or a GED. If Yes, location? _____

Yes No Have you ever been convicted of a crime other than a minor traffic violation? If Yes, explain briefly including date and offense.

I hereby authorize that all information provided in the above sections is accurate to the best of my knowledge. I understand that my MSU network and email access will be removed at the end of my temporary employment.

_____/_____/_____
Name (Please Print) Signature Date



MURRAY STATE UNIVERSITY - HUMAN RESOURCES
Sexual Harassment Awareness and Staff Handbook Acknowledgement Form

Please Print.

Last Name _____ First _____ Middle _____

Date of Birth _____

ACKNOWLEDGEMENT OF SEXUAL HARASSMENT AWARENESS

1. I have a responsibility not to engage in behaviors that constitute sexual harassment;
2. If I feel I am being harassed, I have the obligation to communicate directly to the harasser, notify my supervisor and/or contact the Office of Equal Opportunity (809-3155);
3. I am aware that Murray State University's Sexual Harassment Policy as promulgated in the MSU Personnel Policies and Procedures Manual can be obtained from my supervisor, the Office of Equal Opportunity, and at www.murraystate.edu/lindir/hr/eeo/index.htm.

STAFF HANDBOOK ACKNOWLEDGMENT

The staff handbook has been prepared for your information and understanding of the policies and procedures of Murray State University. The handbook is available at www.murraystate.edu/lindir/hr/handbo-l.pdf. Please read it carefully. Nothing contained in the *Staff Handbook* or in any of Murray State University's written personnel policies, manuals, handbooks, publications, transmittals or any oral statement in connection therewith shall constitute or imply a contract of employment between the University and any employee of such University.

My signature below acknowledges that I am aware of the Sexual Harassment Policy of Murray State University. I also acknowledge the on-line availability of the Murray State University Staff Handbook.

Employee Name (Please Print)

Department

Employee Signature

Date

Please return original to Human Resources



Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct

The Board of Regents has adopted a Statement of Ethical Principles and Code of Conduct ("Statement") which contains ethical principles and standards of conduct applicable to all employees – the President, faculty, staff, and student workers – as they perform their work for MSU. It is also intended to provide guidance for volunteers.

The Statement addresses various topics including discrimination, responsible use of University resources, business dealings with MSU including provisions that employees may not have interests in some University contracts, and conflicts of interest due to personal relationships. It also addresses reporting violations of the Statement, law, and other University policy and for imposing penalties for such violations.

Please read the entire Statement carefully. It may be found on the website of Human Resources at <http://www.murraystate.edu/hr/currentemployees.aspx> under the heading "Resources" and may be accessed from your work computer. Employees/volunteers who do not have immediate access to a work computer must ask their supervisor or Human Resources staff for a copy of the Statement. You may also ask your supervisor or Human Resources staff if you have questions after reviewing this Notice or the Statement.

It is mandatory that all employees/volunteers complete section 1 of the Acknowledgement. In addition, employees/volunteers who do not have immediate access to a work computer must also complete section 2 of the Acknowledgement after receiving a copy of the Statement. After completing the Acknowledgement, please return it to your supervisor.

Keep a copy of this notice for your use. Ask your supervisor if you need assistance in making a copy.

Acknowledgement

1. I acknowledge that I have received a copy of "Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct."

Name (please print)

M Number

Signature

Date

2. I do not have immediate access to a work computer and acknowledge I have requested and received a copy of the Statement of Ethical Principles and Code of Conduct.

Signature

Date

Please send original with signatures to Human Resources