

PREPARE ON APPROPRIATE LETTERHEAD

[Date]

Name  
Address  
Address

**Re: Rehire Offer of Temporary Summer Employment – Salary Pay**

Dear Name,

Congratulations and welcome back to the University of South Carolina!

I am pleased to offer you the temporary position of xxx in the Department of xxx within the College/School/Campus Name. This is a temporary position that reports to Supervisor Name, Supervisor’s Title and this position is located in building name.

This Full Time/part-time position is based on xx hours per week. Your normal work schedule will be [days worked each week, i.e. Monday through Friday] from [hours worked each day, i.e.8:30 a.m. to 5:00 p.m.].

Below are the courses you are being hired to teach during summer 2023:

Course Number / Description	Dates	Compensation

As outlined in the above table, this temporary appointment begins on date and ends date; however, the University reserves the right to terminate this appointment at its sole discretion at any time with or without cause. This position is considered exempt under the Fair Labor Standards Act and is not subject to the minimum wage and overtime provisions specified by law. Should you accept this position, your salary will be \$xxx. University employees are typically paid on the 15<sup>th</sup> and the last day of the month via direct deposit.

In accordance with University policies and State Law, you are employed at will, which means that you may be terminated at any time with or without cause and without grievance or appeal rights, and that you will not be entitled to any compensation beyond the date of termination.

As a temporary employee, you are not entitled to annual or sick leave, paid holidays, grievance rights, or any other benefits normally associated with employment in an FTE position under State guidelines. Since you previously worked in the spring, there will be no change to your insurance or retirement if you participated.

This offer of employment is governed by state law which is subject to change, and does not imply any commitment regarding your continued employment. Further, this letter supersedes any other representations and agreement, written or oral, with regard to your employment at the University.

As a rehire, please ensure your profile information for account management is up to date. Go to the Account Management service at <https://myaccount.sc.edu> and perform the following steps:

1. Select **Update Account Setting**
2. Login and enter your answer to the previously set security question
3. Update your account profile information (Password, email preferences, personal email address, Carolina Alert, multi-factor information).

Please indicate your acceptance of this offer by signing on the line below and returning this letter to me no later than [date]. We encourage you to keep a copy for yourself. I look forward to our partnership and the contributions you will make to our institution. Feel free to contact me directly if you have any questions, require additional information or if there is anything I can do to help you get started in your new job at the University of South Carolina. My direct phone number is [contact phone number] and my email is [contact email].

Sincerely,

[NAME]  
[TITLE]

I have read and understand the above referenced terms and conditions of employment and hereby accept the University of South Carolina's contingent offer of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Personnel File  
Human Resources