



**TERMS OF EMPLOYMENT AS A TEMPORARY EMPLOYEE**

**EMPLOYEE NAME:**

**DEPARTMENT:**

Please be advised that your employment with The Citadel is on a temporary basis only. Your working hours, if any, will vary and The Citadel makes no guarantee, expressed or implied, as to how many hours you will work.

Your employment will be solely based on the needs of the college. As a temporary employee, your employment is considered probationary and this relationship may be terminated by either party, at any time, without notice, with or without cause.

**South Carolina Retirement Systems**

Temporary employees have the option of joining the South Carolina Retirement Systems (SCRS) or State Optional Retirement Plan (State ORP). If you are currently depositing funds in any of the above retirement systems, you are **required** to continue your participation. **(STUDENTS AND GRADUATE ASSISTANTS EMPLOYED WITH THE CITADEL ARE NOT ELIGIBLE).**

(CHECK ONE)

- ELECT NOT TO PARTICIPATE** in South Carolina Retirement System/State ORP.  
*\*Conditions:* You do not have funds on deposit in SCRS /State ORP, are not enrolled in any of the listed retirement systems with another covered employer, or you are a student employee with a covered employer (The Citadel). *\*Complete the Election of Non-Membership form (Form 1104).*
- ELECT TO PARTICIPATE** as a member of the South Carolina Retirement System or State ORP. Once enrolled in SCRS or State ORP, 6% of my salary will be deducted for retirement for each pay period. I understand that I must continue participation of the above retirement systems as long as I am employed with a covered employer. *\*Complete Enrollment Form (Form 1100). (You have 30 days to choose a retirement plan).*
- ACTIVE/INACTIVE MEMBER** of SCRS or State ORP \_\_\_\_\_. *(List the ORP you are a member of.)* I understand that I cannot opt out of SCRS or State ORP and that 6% of my salary will be deducted for retirement for each pay period. *\*Note: Inactive members of SCRS/State ORP will still have 6% of his/her salary deducted for retirement each pay period. Complete Enrollment Form (Form 1100).*
- RETIRED MEMBER** of a South Carolina State Agency. The Citadel will pay 10.95% towards your retirement plan, SCRS or State ORP.

***I understand and accept the above terms of employment and retirement. All information is correct.***

Employee Signature	Date
Supervisor Signature	Date
Human Resources Specialist	Date

TO BE COMPLETED BY HUMAN RESOURCES

**POSITION:**

**SALARY:**

**HR / YR**

**ASSIGNMENT PERIOD:**

**TO**