HUMAN RESOURCES

TERM APPOINTMENT EXTENSION MEMO

This memo will serve to notify you that this position is a term appointment and will end on the date noted below. Employees hired for a term appointment will be separated from the University as of the specified date unless the supervisor notifies the employee that the appointment will be extended per UAP 3200: Employee Classification (Section 4). If your appointment is extended past the date noted below, then you will be required to sign another Term Appointment Extension Memo.

For the specified period of appointment, term employees are entitled to all rights and privileges as regular staff employees, except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

Employee Information:

Employee Name: _____ Banner ID: _____

Position Number and suffix: _____

Term End Date: _____

Supervisor Name: _____ Supervisor ID: _____

If your appointment percent (FTE) has changed with the extension of your appointment end date, then this change may impact your benefits. Moving to part-time or full-time may impact benefit eligibility, the premiums paid for benefits, or impact New Mexico Educational Retirement Fund contributions. Employees are encouraged to meet with a benefits representative or refer to the Benefits information found on the Human Resources web page.

Current FTE: _____

New FTE: _____

_____ Date if not signing electronically: _____

Employee's Signature

_____ Date if not signing electronically: _____

Supervisor's Signature

Attach completed form to the Term Extension EPAF.

cc: Department File
Human Resources - Employee Personnel File