

May 21, 2024

Tina Cesnik

RE: Hourly Temporary Employment

Dear Tina:

Tennessee Tech is pleased to offer you the position of Office Assistant for the Exercise Science Department at an hourly salary of \$10.00

The offer is contingent on you satisfying all university-required background investigations appropriate to the position and are otherwise in good standing. Please note it is a Class A misdemeanor to misrepresent academic credentials (T.C.A. Sec. 49-7-133). Your acceptance of this offer letter includes the following terms:

1. Prior to your employment date, you must provide the Office of Human Resources with proof of your eligibility to work in the United States and complete any documents required for employment. Please note direct deposit is required. For more information, please contact Human Resources at 931/372-3034.
2. You understand that as a temporary employee, you are not eligible for employment benefits. Under federal law, you may be eligible for health insurance benefits provided you meet certain requirements. If you are eligible for health insurance, you will be contacted by Human Resources to make your election.
3. Your employment is subject to federal and state laws and Tennessee Tech's policies and requirements. You agree to abide by all applicable laws, policies, procedures, and guidelines, including but not limited to, the Family Education Rights and Privacy Act (FERPA), and complete any and all applicable training as determined by Tennessee Tech.
4. You agree to abide by Tennessee Tech Policy 732 regarding Intellectual Property. You may review the policy at \_\_\_\_\_.
5. Your employment and the above-stated salary are in consideration of your satisfactory performance of the duties and responsibilities assigned to you as an employee of Tennessee Tech.
6. You understand that as an at-will employee, your employment may be terminated at any time without prior notice.
7. You understand that your employment does not include any assurance of continued employment.

We look forward to working with you at Tennessee Tech University!

Sincerely,

Kevin Vedder  
Associate Vice President for Human Resources

Please confirm your acceptance of this offer of employment by signing below and returning to Human Resources within five (5) business days.

I am \_\_\_\_/\_\_\_\_ am not employed as a regular part-time or full-time employee at another state agency or institution.

I am \_\_\_\_/\_\_\_\_ am not a State of Tennessee retiree.