

## TERM APPOINTMENT EXTENSION MEMO OF UNDERSTANDING

Date: [REDACTED]

To: [REDACTED]

From: [REDACTED]

Subject: **Term Appointment Extension Memo of Understanding**

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This memo will serve to notify you that this position is a term appointment and is scheduled to end on [REDACTED]. Employees hired for a term appointment will be separated from the organization as of the specified date unless the supervisor notifies the employee that the appointment will be extended per Employee Classification #3200 (3.3). **If your appointment is extended, you will be required to sign another memo of understanding with the extended date.**

For the specified period of appointment, term employees are entitled to all other rights and privileges as regular status 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.

[REDACTED]  
Position #

[REDACTED]  
Employee Name

[REDACTED]  
ORG ID

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

[REDACTED]  
Supervisor Name

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

cc: Department File  
Human Resources – Employee Personnel File