

**NOTICE OF APPOINTMENT FOR TIME LIMITED  
MERIT EXEMPT EMPLOYEE**

Name:  Employee Identification Number:

Elected Office/Department/Division:

New Contract:  Yes  No If not, the name of the person replaced:

Job Title:

Number of Work Hours per Week:  Hourly Rate of Pay:

Position Number:  Original start date of Time Limited Contract:

Time Limited Appointment will begin on  and estimated end date is

In accordance with [Utah Code Annotated 17-33-8 \(8\)](#) and [Salt Lake County Human Resources Policy 2-100, Employment Status, Section II.H.2](#), this notice hereby specifies that Salt Lake County has appointed the above named individual as a time limited, merit exempt employee. The employee will work the hours per week at the rate of pay specified above and will receive employee benefits comparable to County merit employees. The Salt Lake County legislative body reserves the right to alter, delete or amend benefits and policies at any time. Time limited, merit exempt employees will receive contributions towards the noncontributory retirement plan but employees should note that the term of this agreement is insufficient to cause an employee to have vested rights under the non-contributory retirement plan. This temporary appointment will commence and expire as stated above.

The employee is advised that he/she is a non-merit employee, is exempted by law from the rights of a merit employee and works at the will and pleasure of the hiring agency. An agency head or hiring official may dismiss or demote a non-merit employee at any time, without just cause, and without right of appeal by providing written notification to the employee specifying the reasons for the dismissal or demotion and the effective date. If a merit employee transfers to a time limited exempt position and is dismissed for cause, the employee loses their reappointment rights to a merit position. The structure of a time limited merit exempt employee is governed by state statute and County policy, no representations by employees or officials of Salt Lake County or the hiring agency, may alter, add to or contradict the terms of the time limited exempt employment.

Employee Signature

Date

Hiring Official Signature

Date