Date: mm/dd/yyyy

Dear Name,

This letter is to confirm that your current Temp Extra position is being extended, and we anticipate that your services will be needed through [mm/dd/yyyy]. The scheduled weekly hours and title will not change, and the hourly rate will remain as $[0.00]. Workers in temporary positions are not eligible for Penn benefits, except to the extent required by applicable law.

This position is non-exempt, meaning that you are eligible for overtime pay for any week in which your work hours for the week exceeds your scheduled weekly hours. Overtime for hours worked beyond 40 in a work week is paid at one and one-half times your regular rate of pay. In addition to this work time, you may also be provided an unpaid meal period of at least 30 minutes in length. We will work with you to determine your daily schedule, including your start and end times as well as the timing and length of any unpaid meal period. Non-exempt employees are paid weekly on Fridays for hours worked during the previous Monday through Sunday pay period.

You are not under any employment contract. Rather, your employment is at will, which means that that either you or the University may terminate your temporary employment relationship at any time and for any reason.

Penn COVID-19 Response: To reduce the risk of COVID-19 spreading within the Penn community, faculty, staff, postdoctoral trainees and students **must be fully vaccinated** based on the guidance given to Penn by the Philadelphia Department of Public Health.

This information should be uploaded into[**Workday**](https://urldefense.com/v3/__https%3A/www.myworkday.com/upenn/login.htmld__;!!IBzWLUs!EHjZPhfa5n631tETU1i68jDsZeN5Vgjeb5uzOcvx2ssCH8kwNNGeQR5l9XOvsOM$)**.** Step-by-step instructions for uploading vaccine information into Workday can be found here**:** [**Self Service: Enter Vaccination Information**](https://www.workday.upenn.edu/docs/default-source/tip-sheets/self-service-enter-vaccination-information.pdf?sfvrsn=616b9356_33)**.**

#

Sincerely yours,

Signature, if possible (ex. scanned, image etc.)

**[Print Supervisor's Full Name]**