



SAMPLE

Letter of Acknowledgement- Averaging Hours

To: [INSERT DEPARTMENT/DIVISION]
From: The Office of Human Resources
Date: Date generated
Re: Letter of Acknowledgement- Averaging Hours

The Office of Human Resources and external attorneys reviewed the documentation your college/division submitted asking to average hours worked for specified seasonal positions. The following is approved pending your acknowledgement of the terms below:

OFFICE OF HUMAN RESOURCES

Clemson University
108 Pearman Blvd
Box 345337
Clemson, SC
29634-5337

P 864-656-2000
F 864-656-4672

Seasonal Program: [INSERT CAMP PROGRAM]
Positions: [INSERT POSITIONS]
Time period: [INSERT TIME PERIOD] through [INSERT TIME PERIOD].

Terms:

- You are required to monitor work hours weekly to ensure the average for each individual approved does not exceed the 28 hours per week cap during the duration of the summer/seasonal program. Failure to do so will result in financial liability by your department.
Individuals working in these positions are not permitted to work other positions at Clemson University during the duration of the program.
You are required to monitor work hours to ensure individuals approved are not working other positions at Clemson University during the time period noted.
You must immediately advise The Office of Human Resources if any such employee also takes employment elsewhere within Clemson University during the same time as employed with your program.
Further review is required for any additional positions or changes to the approved terms.
The status of this approval is subject to change based on further Clemson review and/or changes in the law.

By signing this acknowledgement, you agree to these terms:

Program Director Signature Date

Dean/Division Head Signature Date

VP Signature (Acknowledgement of the terms, to include any financial liability incurred) Date