



SAMPLE

Letter of Acknowledgement- Exemption from counting work hours

To: [INSERT DEPARTMENT/DIVISION]
From: The Office of Human Resources
Date: Date generated
Re: Letter of Acknowledgement- Exemption from counting work hours

The Office of Human Resources and external attorneys reviewed the documentation your college/division submitted asking for an exemption from counting hours worked for specified camp 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

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

Terms:

- The below is contingent upon you having provided the most accurate camp, position and any necessary supporting information.
The below does not apply to full-time, year round positions within the program, and only applies to the camp counselor or other positions identified by you on the questionnaire.
You are not required to monitor the work hours of those positions identified on the form.
You are not required to keep the seasonal employees identified on the questionnaire to the 28 hours a week on average or less policy.
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.
You must immediately advise The Office of Human Resources if your program has changes that would result in you providing different answers to the criteria in the questionnaire.
The required earnings code will be used.
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

CC: VP