Form Letter to New Flex Staff Employee

You have been hired as a FLEX-STAFF employee in the _________________________ department of OHSU. The purpose of Flex Staff positions is (1) to provide relief for absences of regular and Probationary Period employees, (2) to provide staff for short-term projects, and (3) to supplement permanent staffing levels.

As a Flex Staff employee, you are **NOT eligible** for:

- Step progression pay adjustments
- Medical, dental or other insurance benefits
- Layoff rights
- Vacation, holiday or sick leave benefits
- Job bidding

You **are eligible** for:

- Retirement benefits after six months of employment
- Shift differential
- Tuition discount (if regularly working over .5 FTE)
- Applying the experience gained as a Flex Staff employee toward the minimum experience requirement of the applicable employment classification

Rate of pay may be negotiated individually between the employee and supervisor at any time.

Information regarding classification pay ranges can be obtained from the OHSU Human Resources Department.

Copies of the Flex Staff Agreement between OHSU and AFSCME can be found in Appendix B of the parties’ Labor Agreement or may be obtained by contacting either the Human Resources Department or AFSCME Local 328.

Employee Signature

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Date