

**SENIOR EXECUTIVE MANAGEMENT ASSISTANT SERVICE (SEMAS)
LIMITED-TERM EMPLOYMENT AGREEMENT**

Department (Process Level)		SEMAS Class (Core Position Title)	
Appointee		Employee ID Number	
Organizational Title		Position Code	
Initial Hourly Rate of Pay	Date Appointment Begins	Date Appointment Ends	

SECTION I: AGREEMENT

This agreement is a binding, limited-term employment contract between the department and me. The agreement automatically expires at the end of the term.

I agree to accept an appointment to the Senior Executive Management Assistant Service (SEMAS) in the department, which is an agency of the state of Michigan. You and I agree that my appointment and the terms and conditions of my employment are governed by this agreement and the Civil Service Commission rules and regulations governing the SEMAS.

- 1. APPOINTMENT.** You agree to appoint me to the position identified above. My duties and responsibilities are listed in the attached Position Description (Form CS-214). My appointment to the SEMAS will begin on the date above. The term of the appointment cannot exceed two years.
- 2. PAY AND PERFORMANCE STANDARDS.** You will pay me a salary at the rate of pay listed above. I will also receive other benefits approved by the Civil Service Commission. You will evaluate my job performance at least annually.
- 3. CHANGES IN PAY.** The Civil Service Commission sets the schedule of pay and benefits for my position. You may change my pay or recommend a variable pay award based on my job performance. You are not required to increase my pay or to recommend a variable pay award during my appointment.
- 4. LIMITATION ON APPOINTMENT.** **My appointment is for a limited term that will end on the ending date given above or two years after the appointment date, whichever occurs first.** When this appointment ends, I agree that you are under no implicit or explicit obligation to offer me a new appointment. You may decline to offer me a new SEMAS agreement for any reason or for no reason, however you cannot discriminate against me regarding appointment or compensation, as provided in rule 1-8. I cannot file a grievance or sue you or the state of Michigan to compel you or the state of Michigan to offer me another SEMAS appointment.
- 5. MY EMPLOYMENT RIGHTS WHEN MY APPOINTMENT ENDS.** When my SEMAS appointment ends, my future employment status with the state of Michigan will be determined by the Civil Service Commission rules and regulations then in effect. If I do not have continuing status in the classified service when appointed to the SEMAS, my appointment to the SEMAS will not result in any employment preference, fall-back rights, or other rights to continued employment with the state when my appointment expires. If I have continuing status in the classified service in a classification containing non-protected positions on the effective date of my SEMAS appointment, I will have the rights and options to retain a position in the classified service, in accordance and subject to, the Civil Service Commission rules and regulations in effect when the SEMAS appointment expires.

- 6. **EARLY TERMINATION OF APPOINTMENT.** You may terminate my employment before my term expires: (a) for cause, including unsatisfactory performance or (b) if you abolish my SEMAS position. If you do this, I may file a grievance, but even if my grievance is upheld, I cannot be awarded damages for any time beyond the expiration date of this appointment.
- 7. **OTHER LIMITATIONS.** My employment is governed exclusively by this written agreement and the Civil Service Commission rules and regulations governing the SEMAS. This agreement and the Civil Service Commission rules and regulations cannot be modified by any oral statement, promise, or agreement. No written promise or agreement, including this agreement, is valid or enforceable by me unless (a) the State Personnel Director has approved the promise or agreement in writing and (b) Civil Service Commission rules and regulations permit the promise or agreement.
- 8. **CHANGES IN RULES AND REGULATIONS.** The Civil Service Commission and State Personnel Director may amend the Civil Service Commission rules and regulations governing the SEMAS at any time. An amendment may modify this agreement, and I agree to be bound by any such amendment.
- 9. **CONFLICT.** If this agreement conflicts with any Civil Service Commission rule or regulation, the rule or regulation will control. I agree to abide by all Civil Service rules and regulations that apply to my position or me.

I have read this agreement and received a copy of the Senior Executive Management Assistant Service rules. I signify my acceptance to the terms and conditions, as stated, by signing below.

(Appointee's Signature)

(Date Signed by Appointee)

(Appointing Authority's Signature)

(Date Signed by Appointing Authority)

(Name of Immediate Supervisor — Please Print)

(Signature of Immediate Supervisor)

(Date Signed by Immediate Supervisor)

NOTE: THIS AGREEMENT DOES NOT BECOME FINAL AND BINDING UPON THE PARTIES UNTIL IT IS APPROVED BY THE STATE PERSONNEL DIRECTOR.

SECTION II: FOR CIVIL SERVICE USE ONLY

No Prior Continuing Status

Prior Continuing Status

Most recent classification and level at which employee could apply preference: _____

Classification and level immediately prior to appointment to SEMAS: _____

Civil Service Action Approved Disapproved Other (Explain below.)

Other Action

Approving Official _____