

SEASONAL EMPLOYEE DEFINITION AND SUMMARY OF EMPLOYEE BENEFITS

Seasonal/Temporary employee works intermittently during the year.

This includes job functions such as seasonal maintenance workers, seasonal groundskeepers, seasonal athletic coaches, and substitute teachers.

Unemployment Insurance (employer paid)

Workers Compensation Insurance (employer paid)

ADDITIONAL NOTES:

Paylocity Self Service Portal provides employees direct access to pay stubs and tax forms (W2s and 1095-Cs). Additionally, employees can update personal information and view company communications. The employee must register at <https://access.paylocity.com/>. For 24/7 access, download the Paylocity app.

Employee signature

Date

Employee shall receive a signed copy for future reference.