



# FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

## Agreement to Convert from USS to UPS

<b>Position Title</b>			
<b>Name</b>	<b>Last</b>	<b>First</b>	
<b>Position Title</b>		<b>Department</b>	
<b>Supervisor</b>			

I have been provided the opportunity to review, seek clarification and understand both University Support Staff (USS) and Unclassified Professional Staff (UPS) policy and procedures. I have been provided the opportunity to review, seek clarification and understand the benefit differences and similarities of both University Support Staff (USS) and Unclassified Professional Staff (UPS) employee types.

Agreements will not be approved retroactively.

By signing the Agreement, I understand that it will remain in force for the duration of my employment at Fort Hays State University.

## Signatures

<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>
<b>Manager Signature</b>	<b>Date</b>
<b>Dean / Director Signature</b>	<b>Date</b>
<b>Vice President / Provost Signature</b>	<b>Date</b>