

Internal Traveler Contract Renewal: Employee Actions

- Employee Actions are Step 1 and Step 4 of renewal process.
 - Step 1 will kick off 6 weeks prior to end of contract
 - Step 4 will kick off on Fridays after renewals are approved by Leadership

- Step 1- Employee Review Contract renewal
 - a. Employee can select one of two options
 - i. Extend Contract
 - ii. Terminate from Review Employee contract (not renewing)
- Step 4- Employee Review/Approval of Renewal details. Employee receives offer for renewal with new pay rate
 - a. Employee can select one of two options
 - i. Extend Contract
 - ii. Terminate from Review Employee contract (not renewing)