

THE UNIVERSITY OF MARYLAND EASTERN SHORE
PRINCESS ANNE, MD 21853-1299



EMPLOYMENT CONTRACT

Office of Human Resource Management
Telephone: (410) 651 - 6400

- () Student
- () Student Athlete (see below)
- () Contingent Category I
- () Summer Faculty (Research/Grants)
- () Temporary Assistance - 1 or 2 days
- () Special Approval (documentation attached)

please see reverse side
for employment
category definitions

Hiring Departments/Personnel are responsible for informing hired applicants to report to the Office of Human Resources to do necessary paperwork. If the required paperwork is completed in your department, please see checklist below. Incomplete paperwork will not be processed and payments will be delayed.

NAME _____ SS# _____

Has it been determined that this applicant is not currently employed in another department? YES _____ NO _____(see reverse side)

Date of Birth _____ Sex _____ Visa Status _____ Verified By: _____ Exp. Date: _____

Campus Telephone # _____ Department Telephone # _____

Position Title (Attach job description) _____ Supervisor _____

Department _____ Fund & Budget # _____ Percentage of time _____

Expiration date if funding is from a grant/contract _____

Period of Employment _____ to _____ Hrs. per wk. _____

Rate per hour \$ _____ (Students & Contingent I only)
 Summer Faculty Total Salary \$ _____ (Summer research/grant faculty only)
 Exact Payment \$ _____ (Temporary assistance & Special approval only)

Brief Description of Duties:

General Conditions:

- a. It is understood that this agreement may be terminated by either party for any reason or no reason, without notice. This agreement is subject to USM Policy VII -1 .40 and all other applicable policies, as adopted and amended from time to time.
- b. This appointment provides no assurance of permanent employment even if a regular position for the function becomes available.
- c. The appointee is not eligible for any leave, health or other fringe benefits. The appointee is not eligible to participate in any of the State retirement plans offered to regular employees.
- d. The appointee shall not have any grievance rights under any State, University System of Maryland, or institutional policy, unless such policy specifically provides otherwise.
- e. It is understood that work hours may be restricted and rate of pay may be reduced if the appointee becomes a full time student; is a full-time student; or such action becomes necessary due to lack of appropriation or other funding to support this position.

(1) Appointee

(2) Chair, Director Appointing Authority

(3) Dean

(4) Financial Aid (If applicable)

(5) Vice President (for employing division)

(6) Vice President for Admin. Affairs

(7) Sponsored Res./Title III

(8) Director of Human Resources

If you are a student athlete, please check with the Office of Financial Aid. NCAA regulations may reduce your athletics grant-in-aid.

Attachments:

_____ Application _____ Form I-9 (w/ attachments) _____ W-4 _____ Drug Receipt _____ Data Form

Employment Category Definitions

Student – This employment category is limited to registered students at the UMES campus who are employed on the Workshop Program. These students are eligible to work 20 hours per week during the regular semester (40 hours during breaks). If the student is hired by more than one department, the hours for each department will have to be shared/pro-rated to total 20 hours (40 hours during breaks). Written approval must be obtained from the Vice President for Administrative Affairs before a student can work during the breaks. **Contracts are done on a semester basis.**

Student Athlete – This employment category is limited to students who are working on the Workshop Program and who also receive financial assistance through the athletics area (see student guidelines above). **Contracts are done on a semester basis.**

Contingent Category I – This employment category is limited to those persons who are not registered students and who may work up to 40 hours per week. **These contracts may be executed for up to a six month period.** If employment for this category is to continue past the first six months, a new contract must be executed to establish continued employment for another six months. This contract cannot be used after employee has had 12 months worth of contracts. Contact Ms. Mary Ames, Employment Manager at ext. 6401 for more information.

Summer Faculty Research/Grant Contracts - This employment category applies to regular faculty who are paid on grants/research funds during the summer. The salary that faculty are to be paid during the summer should be placed on the line entitled Summer Faculty Total Salary. The total amount of the salary will be spread out bi-weekly over the period of employment. A 9-month faculty member may earn 33.3% and 9.5-month Faculty may earn 26.3% of their regular salary during the summer from grants and contracts subject to limitations set by the sponsoring agency. Faculty may not be paid the full amount of salary before the end of their assigned work dates. These types of payments were formerly placed on the Special Payment/Stipend Request Form.

Temporary Assistance – This employment category applies to those individuals who may provide a one or two day service to a department here at the University either on the same day or different days. These types of payments were formerly placed on the Special Payment/Stipend Request Form.

Special Approval – This employment category applies to those types of employment that require special processing and have received special approval through the Administrative Affairs Office. Documentation supporting this request must be attached to the employment contract.

Employment Determination

Has it been determined that this applicant is not currently employed in another department?

If the answer is Yes...

Proceed with the completion of the contract and have applicant to complete necessary paperwork.). Written approval must be obtained from the Vice President for Administrative Affairs before a student can work during the breaks.

If the answer is No...

Remember that student applicants may only work 20 hours per week during the regular semester (40 hours during breaks). The hours for each department will have to be shared/pro-rated to total 20 hours (40 hours during breaks). Written approval must be obtained from the Vice President for Administrative Affairs before a student can work during the breaks.

Employee applicants may work a total of 40 hours per week and the hours for each department will have to be shared/pro-rated to total 40 hours. Employee applicants working beyond 40 hours per week will have to have approval by their supervisors before the additional hours are worked. A request for overtime must be completed in addition to the supervisor approving employee to work beyond 40 hours.

<p style="text-align: center;">NO APPLICANT IS ALLOWED TO WORK UNTIL ALL NECESSARY DOCUMENTATION (Employment Contract, Form I-9 with attachments, W-4, Data Form, Substance Abuse Policy) HAS BEEN RECEIVED IN THE OFFICE OF HUMAN RESOURCES</p>
