STUDENT WORKSHOP
EMPLOYMENT

Handbook

Revised August 2018
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Introduction

The purpose of this book is to provide the student and supervisor with the proper procedures for hiring students under the Student Workshop Program. It is our hope that the book will provide you with references to resources to enhance your role as a supervisor and the student's role as a student employee. Students are a valuable member of the campus community and are relied on to provide efficient and timely assistance to the campus community.
Mission Statement

The Office of Human Resources is, by definition, a service and support area, with the stated mission of providing those services germane to the employment function which facilitate the University's accomplishment of its overall mission. The Office of Human Resources is responsible for carrying out and/or monitoring the employment function as pertaining to faculty, staff, and student employees; administering the benefit program of the University; payroll; timekeeping and leave recording; developing and monitoring of training program; employee relations; developing and monitoring personnel policies and procedures for all employees; and, "...such other related duties as assigned." There is recognition that strong and efficient support systems provide a key vehicle for the retention and success of students.

UMES is an EEO/AA employer and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, gender identity or expression, religion, national origin, marital status, genetic information, or political affiliation. Minorities, women, veterans, and persons with disabilities are encouraged to apply. The successful candidate must be able to show acceptable documentation establishing the right to accept employment in the United States of America without employer sponsorship.
Who to Contact?

Questions regarding the Workship Program should be directed to Ms. Mary V. Ames, Employment Manager. For information regarding the Federal Work-Study Program, contact Mrs. Pridgett Harmon-Parker, Financial Aid Counselor in the Office of Student Financial Aid.

Office of Human Resources ................................................................. 651- 6401

Office of Financial Aid ........................................................................... 651 - 6303

Payroll ...................................................................................................... 651- 6404/7650

Bulletin Boards and Website Information

The bulletin board located outside the Employment office (Room 1104) features information regarding student job offerings (on and off campus). The Student Employment Website list student jobs and complete descriptions on what department is hiring, contact information, hours, and hourly rate.

Website – www.umes.edu/hr Click on Student Employment.
Employment Options

Student Workshop Employment

Workshop is University sponsored student employment outside of the College Work-Study Program, and is handled by individual departments. Students are hired on a temporary, hourly, at-will basis. When a department has determined that a need exists, the department may hire students to meet its needs. Workshop student job categories and salary ranges are pre-established. Individual departments must have funds in the departmental budget to hire students. Employment can be terminated by either student or supervisor. A student may be terminated from a position for several reasons, including unsatisfactory work performance or attendance, improper conduct (i.e., theft, physical abuse of equipment or people, falsification of time records or other documents, disclosure of confidential information, etc.), or, if the student does not meet his/her supervisor’s expectations. Termination can be for any reason such as stated above except one that is considered to be based on illegal discrimination. Advance notice is not required by either party. However, it is considered good practice for both parties to provide two week’s notice.

Federal Work Study Program (FWS)

Federal Work-Study (FWS) is a federally funded program of student financial assistance. Its primary function is to provide part-time employment opportunities for students who are in need of funds to attend an institution of higher education. It is classified as one of the "self-help" programs. That is, the student must earn the money allocated to him or her; thereby, contributing to the cost of their education. Federal Work-Study is often awarded to students in conjunction with other forms of financial aid. Key information to remember:

- Students must apply for financial aid annually
- The Office of Financial Aid determines eligibility
- FWS wages are paid with federal funds
- On-campus positions are available
- Missing the deadline for submission of the Request for FWS Student and not having an on-campus agreement on file could result in loss of FWS employees for the department
Overtime

Overtime refers to working more than 40 hours in a one week period (Sunday-Saturday). If you do work more than 40 hours in a one week period, per the federal Fair Labor Standards Act (1938) you must be paid the normal overtime rate of one and one-half times your regular hourly rate for the extra hours you worked above 40.

Volunteering

You may volunteer in any department with approval. You may not volunteer to do any task similar to duties you perform anywhere on-campus and then ask to be paid for services performed as a volunteer. Departments may not suggest or require that you volunteer, and may not offer any reward or penalty for your volunteering or not volunteering. Prior to volunteering you must have volunteer forms completed and approved.

Procedures

Students are not allowed to work under the Work-Study Program and Workship Program simultaneously. A student may exhaust their Work-Study hours and then work under the Workship Program or a student may decline their work-study hours. Contact the Financial Aid Work-study Coordinator regarding any penalties for declining work-study.

Departments that require student employees should:

- Develop a job description, set minimum standards, and determines selection criteria

- Send a request to the Employment Manager, specifying that student employees are required. A brief job description should accompany the request.

- The Office of Human Resources will post an employment notice on the Student Employment Website (www.umes.edu/HR/StudentJobBoard) and on the student job board located on the 1st floor of Bird Hall. Upon receipt of the completed student employment application, the Office of Human Resources will make every effort to assist the students seeking campus employment. Students may contact potential supervisors to express an interest in employment. Student supervisor contact information is located on the job descriptions. Available job descriptions are available on the student employment website. The Office of Human Resources is available to support both the student and supervisor with this process. Potential supervisors will
grant interviews to candidates based on departmental needs, budget and student qualifications. During this interview, the student and supervisor will discuss the student’s interests, work schedule, duties and respond to student questions. Students are able to start working only after the supervisor has received a processed contract stamped “submitted to Payroll”.

- **NOTE**: Workshop students may not be used to fill positions where regular employees have been authorized.

**Students seeking Workshop Employment**

- Students must complete an application *(Appendix A)* in the Office of Human Resources at the beginning of each academic school year. Applications will be current for one academic year only. It is the responsibility of the student to update any changes to their application.

- Students must be prepared to meet the selection criteria established by the department.

- Before beginning work, all students must have a contract *(Appendix B)* approved by the Department Head, supervisor, Financial Aid, Vice President for Administrative Affairs and have completed all required paperwork in the Office of Human Resources.

- Full-time students are not allowed to work more than twenty (20) hours in a seven day week. Undergraduate students registered for twelve or more credit hours are considered full-time. Graduate students registered for nine or more credit hours are considered full-time. Verification from the Office of the Registrar is required for students who are considered part-time and wish to work 40 hours.

- While the University does not encourage a student's employment in more than one department, it does not forbid it. If you work more than one on-campus job, you must inform each employer. Your work hours must be coordinated to stay within the **20 hour limit**. You are expected to show up on time based on the agreed schedule. On time means you are at your work station ready to work at the beginning of your schedule. You are expected to work until the end of your schedule. Talk to your supervisor if you need to adjust you work start time, rather than being late frequently. Don’t agree to a schedule that you know you cannot maintain. If you are unable to work due to illness, you are expected to call your employer **before** your shift each day indicating that you will not be at work. Give as much advance notice
as possible.

**General Guidelines:**

(1) It should be noted that it is the policy of UMES to base appointments, promotions and continuing employment on qualifications and performance.

   (a) In keeping with this policy members of the same family, including husband and wife are eligible for employment with the University. However, a supervisor-employee relationship shall not prevail in these instances at the time of employment or thereafter, nor shall one member of the family relationship assume for the other the role of advocate or judge with respect to conditions of employment or promotion.

(2) Each department should establish procedures to provide essential general working conditions for student employees participating in the Workship Employment Program. These guidelines should include, but are not limited to, the following:

   (a) a brief statement of job responsibilities for each student employee;

   (b) a clear understanding of the hours to be worked developed by coordinating the availability of the student and the needs of the employing department;

   (c) general/normal working conditions in the department;

   (d) duration of employment;

**Eligibility Requirement**

Departments may require certain G.P.A.'s, or a student's major, resume, reference, and unofficial transcript in order to meet their needs.

**Credit Load**

During the Fall and Spring Semesters, undergraduate students must be registered for at least 12 credit hours to be considered full time. Graduate students must be registered for at least 9 or more credit hours to be considered full time.
Winter and Spring Breaks

Students may be employed during the winter and spring break with appropriate supervision. Departments interested in employing students during breaks should submit a request in writing to the Dean, Chair, or Director for approval. After approval it should be forwarded to the Vice President of Administrative Affairs for budget approval. The letter should state dates of employment and name of person responsible for supervising the student during the spring/winter break.

Summer Employment

Students may be employed full-time in the summer providing they meet the guidelines established under the Policy on Summer Student Employment. (Appendix C). Any student not meeting the guidelines must make application for consideration under established Administrative Policy and Procedures.

Students employed during the summer who are not enrolled in summer school are permitted to work forty (40) hours and be paid based on the Job Categories and Salary Ranges for the Workshop Program. Students registered for online classes may work forty (40) hours.

Students enrolled in on-campus summer school classes are permitted to work only twenty (20) hours per week and must be paid based on the Job Categories and Salary Ranges for the Workshop Program. Students may work full-time after completion of summer school.

Reporting to the Job Assignment

Contracts

Once the contract has been approved and processed to payroll, a copy is forwarded to the supervisor by e-mail. It is the responsibility of the supervisor to provide the student with a copy of his/her contract.

Student Expectations:

Job Responsibilities, Performance Expectations, Work Schedule, Office policies and procedures, and Confidentiality – The federal Family Education Rights Privacy Act (FERPA) requires that student information be protected and kept confidential. If you gain access, through your job, to information about other students, you MUST keep it confidential. Sharing confidential information with others who are not authorized to
receive it (outside the scope of your job duties) is a serious federal violation and is cause for immediate dismissal, and could lead to further disciplinary action.

**Supervisors Expect Student Employees to:**

1. Come to work on time, ready to begin work.
2. Call in advance if they are not able to come to work.
3. Dress appropriately.
4. Maintain behavior appropriate for all college employees.
5. Be willing to learn and discuss procedures/issues with supervisors.
6. Be willing to perform all tasks assigned to them.
7. Ask questions if they are not sure about something.
8. Behave in a positive manner.
9. Truthfully record their hours worked on their timesheets.

**Student Employees Expect Supervisors to:**

1. Fully explain all duties and responsibilities.
2. Explain all tasks assigned to them and be willing to answer any questions.
3. Remember they are students and may need flexible scheduling.
4. **Remember, your education and attending classes take priority over working.**
5. Be willing to train student to perform more challenging tasks.
6. Behave in a positive manner and be accessible to student workers.
7. Monitor, approve and submit accurate electronic timesheets to the Payroll Department.

**Responsibilities as a Student Employee**

1. The supervisor must have a copy of an approved contract before you begin work.
2. You must complete all hiring documents. (See list of documents below)
3. If you work more than one on-campus job, you must inform each employer.
4. **Your work hours must be coordinated to stay within the limits.**
5. You are expected to show up on time.
6. You are expected to work until the end of your assigned scheduled time.
7. Talk to your supervisor if you need to adjust your work start time, rather than just being late frequently.
8. If you are unable to work due to illness, you are expected to call your supervisor **before** your scheduled start time to indicate you will not be at work.
Employment Paperwork

Students who have never worked under the Workshop Program at UMES must complete paperwork in the Office of Human Resources. Paperwork includes:

Student Application (Appendix A)
I-9 form (Appendix D)
W-4 form (Appendix E)- must complete each new year. Separate form for DC and WV
HR Data Form (Appendix F)
Emergency Contact Form (Appendix G)
Substance Abuse Policy (Appendix H)
Domestic Violence and Workplace Policy (Appendix I)
Smoking Policy (Appendix J)
Direct Deposit (Appendix K)

If an F-1 student, a copy of the I-20ID and social security card is required for Payroll
If a J-1 student with permission to work, IAP-66 required for Payroll

If a student has worked under the Federal Work-Study program and transfers to the Workshop program, the student may need to complete additional forms or update current forms. Please check with the Office of Human Resources before beginning work.

Students should complete forms in the Office of Human Resources between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday.

Job Categories and Salary Ranges under the Workshop Program

The Student Job Categories and Salary Ranges (Appendix L) are established for use at the University of Maryland Eastern Shore (UMES). If the department encounters special situations which do not fall within these guidelines, the UMES Department of Human Resources must be consulted before further action may be taken. The categories below represent a progressive, substantial and significant change in the nature of work from one position to the next. Each position consists of salary ranges. The supervisor is responsible for assigning student employees to a skill level and pay rate. The assignment is to be based upon the skills and experience required for completion of the job. Note: It is the responsibility of the department to establish and maintain reasonable pay relations among student workers.

Timesheets

Supervisors must approve an electronic timesheet for Workshop students. All hourly student
timesheets are completed electronically online. Each student is required to establish a Directory ID and password before they can log on to the system. Directions for establishing a Directory Id and password may be obtained by logging onto the UMES Office of Human Resources web page "Directions for setting up an ID and Password" or from the Payroll Office in Room 1108.

Timesheets should be completed based on departmental polices. Timesheets should be signed off by supervisors by 12:00 midnight at the end of each pay period. A submission schedule is available to all supervisors in the Office of Human Resources, Room 1108 and on the Human Resource Website. In circumstances of an early payroll submission deadline, supervisors will be notified in a timely manner. Once a timesheet is submitted a paycheck can be expected within two weeks. **It is the department's responsibility to ensure that timesheets are approved in a timely manner. Students should review timesheets to verify that they have been approved.**

Paychecks

Students are paid on a bi-weekly basis. Paychecks for all students employees will be either be paid through direct deposit, or picked up in the Office of Human Resources. You must complete a Direct Deposit form in order to have direct deposit. You are encouraged to have funds deposited directly into your checking or savings account, and you do not have to bank locally to enjoy this service. To sign up for direct deposit, you can complete a form when completing other paperwork. This is done unless the student has requested his/her check be placed with his/her employing department.

The Payroll Office may be contacted at 651 - 6404 or 651-7650 for further information regarding paychecks. With written authorization, students may pick up and sign to pick up another student's payroll check. The check will not be released without a written note of authorization and proper ID. Students may have their final check mailed by bringing a self-addressed envelope to the Office of Human Resources. Please address envelope per the sample in Appendix M. For information regarding paycheck distribution, contact 651 - 6400. **Paychecks will not be ordered for students whose paperwork is incomplete.**

Student employees are not charged FICA (Social Security tax withholding) If they:

Are full-time students (12 credit hours for undergraduate students or 9 credit hours for graduate students) and

Work an average of no more than 40 hours per bi-weekly pay period
Departments that employ students who are subject to FICA withholding should anticipate that the University's portion of the FICA charge is reflected on departmental budgets. If a student is employed full-time during the summer, FICA is deducted. If the student registers for the summer session, it is the responsibility of the student to notify the Payroll Office. Students not enrolled at UMES will have FICA deducted.

**Wage Garnishment**

A student's wage may be garnished based on debts that are reported to the Central Payroll Bureau.

**Student Employment Policies**

**Academic Performance**

A student's academic success must be given the highest priority. When a student believes their GPA is in jeopardy, the supervisor should consider the following options to assist the student:

- Reduced work hours
- Modified or flexible work schedules
- Referral to the Tutorial Services department
- Temporary leave of absence
- Termination

**Conduct on the Job**

Students are expected to dress appropriately and conduct themselves in a professional manner while on the job. That includes showing courtesy and respect to supervisors, co-workers, and the public. Failure to do so can lead to immediate dismissal. You should not expect to study or work on classroom assignments while on the job. You may not use State equipment or supplies for personal use or classroom assignments.

**Dress**

While UMES does not have an established dress code policy, each supervisor should discuss with his or her student employee that they do represent the University and discuss general guidelines for appropriate dress in his/her department. The following are general guidelines for student dress:
No T-shirts with negative graphics or statements
No torn jeans or jeans with holes
No body tights or bicycle shorts
No beach attire
No exercise attire

Absenteeism

Students must contact their supervisors prior to their scheduled work shift. Excessive absences exceeding five (5) days per semester may be cause for termination.

Lateness

Students must contact their supervisors as soon as it is known that they are going to be late.
Lateness exceeding five occurrences per semester may be cause for termination.

Breaks

Students working more than five consecutive hours per day must take a minimum thirty (30) minute meal break. The break is unpaid.

Benefits and Work-Related Injuries

Students are not eligible for holiday, sick and vacation pay or unemployment benefits.

When a work-related injury occurs, a First Report of Injury form must be completed within 8 hours of the occurrence with their supervisor and forwarded to the Benefits Department in the Office of Human Resources. The Benefits Coordinator can be contacted at 651-6403.

Conflicts

If a problem develops between you and others in the department you should attempt to resolve it immediately within normal departmental channels. Problems should be raised with the person(s) affected, and discussed calmly and in a courteous manner at the point it is first identified. Delays and/or confrontations will usually make things worse. If you need assistance from your supervisor, please talk to them before the problem gets bigger. Most difficulties can be resolved by talking with your supervisor. We suggest for best results, you try to be frank about the problem, (don’t assume they already know) and maintain a respectful and cooperative demeanor for
the discussion. Your supervisor cannot help you to improve the situation if they do not know about it, and they cannot be expected to “just know!” Although it may be difficult to discuss problems, you will encounter them in your working career, so why not start now and learn to communicate with your supervisor?

You may sometimes disagree with a supervisor’s management style or disagree with a task you are assigned to do. When that happens, the supervisor’s request will prevail. Try to cooperate and be willing to comply with the direction of your supervisor.

**Disciplinary Action**

The following are examples of grounds for disciplinary action:

- Excessive lateness
- Excessive absences
- Unacceptable work
- Negative attitude

**Procedure for Disciplinary Action:**

First step: The supervisor gives the student employee a verbal warning
Second step: The supervisor gives the student employee a written warning
Third step: The student is dismissed.

Documentation of each warning, stating the date, time and content, must be placed in the student’s personnel file. The student should sign the written warning.

**Immediate Dismissal:**

The following are reasons a student may be dismissed immediately:

- Falsifying time sheets
- Theft
- Insubordination
- Other acts or behavior which is inconsistent with appropriate student conduct or is covered in the Student Code of Conduct.

Documentation of immediate dismissal must be placed in the student's personnel file.
Grievance Procedures

In the event that work-related problems arise, the following steps should be followed:

- The student employee and immediate supervisor should meet to discuss the problem.
- If the student is still dissatisfied, the problem should be presented in writing to the supervisor.
- The supervisor should respond to the student's request within two business days.
- If the student is still dissatisfied, the problem should be referred to the next level of authority within the department.
- The next level of authority will meet with the student and reply with a written response within five business days.
- A copy of this reply should be forwarded to the Office of Human Resources
- If the student continues to believe the problem is unresolved, he/she should appeal the decision by contacting the Office of Human Resources

Termination of Employment

Voluntary: Student employee should give the supervisor two-week's notice to terminate employment.

Involuntary: Supervisor should give student employee a warning when failing to perform the responsibilities of the position and an opportunity to improve. This process does not apply to immediate dismissals.

Student Evaluations

All students regardless of whether they are under the Federal Work Study Program or the Work Ship Program may be evaluated. The Student Evaluation Form (Appendix N) may be used to evaluate the student at the end of the academic year. The evaluation will be forwarded to the supervisor who will review the form with the student. The student's signature acknowledges that he/she is aware of the evaluation and does not signify approval. The student is granted the opportunity to agree or disagree in writing on the evaluation form in the comment section. A copy should be given to the student, the
supervisor should maintain a copy, and the original forwarded to the Office of Human Resources for placement in the student's personnel file.

**Student Driver Policy**

All UMES employees who operate University owned vehicles must comply with all policies, procedures, rules and instructions covering the use of University owned vehicles. All drivers must participate in the Driver's Training Program. Contact the Director of Physical Plant for further information.

Students may drive when employed by the University if they have a valid driver's license and assigned as a driver in their work assignments. Student drivers are only allowed to drive within a radius of thirty (30) miles. (Salisbury/Ocean City)

**Student Personnel Files**

A personnel file is maintained for each student in the Office of Human Resources. Files will include the following information:

- Student Employment Application
- Signed Substance Abuse Policy Form
- Domestic Violence Policy
- HR Data Form
- Emergency Contact Form
- Workshit Contracts
- Disciplinary actions (if applicable)

Only the following parties may review student employee files:

- Student
- Supervisor
- Office of Human Resources
Frequently Asked Questions

Q: When can I start to work?
A: Once a copy of the processed contract has been returned to the supervisor the student may begin work.

Q: How many hours can I work?
A: Students are permitted to work 20 hours per week under the Workship Program. The twenty hours may be split between departments. During the summer and winter semesters a student can work 40 hours if they are not taking any classes.

Q: Can I work under the Workship Program and the Work-study Program at the same time?
A: No. Students are only allowed to work under one program at a time during the academic semester.

Q: How much can I be paid an hour?
A: A student can be paid anywhere from $10.10 to $15.00 an hour. Rates above $15.00 must receive special approval.

Q: How do I terminate my contract?
A: A student my terminate his/her contract by submitting a letter of resignation to the supervisor with the last effective day of work. The student will not be allowed to work in another department until the Office of Human Resources receives a copy of the resignation.

Q: How do I access my timesheet?
A: Timesheets are completed electronically. Students should refer to the UMES HR Website for timesheet instructions.

Q: When is my timesheet due?
A: Timesheets are to be completed at the end of each pay period. The pay period will print on your electronic timesheet. It is best to complete your timesheet by 4:00 p.m. before the end of the pay period unless your supervisor has given you other instructions.

Q: Who should sign my timesheet?
A: Timesheets should be signed by both the student and the supervisor.

Q: What will happen if I submit my timesheet late?

A: You will have a delayed pay date.

Q: Can I do a paper timesheet if I forgot to do it electronically?

A: No, if you have time entered electronically on the timesheet. Please call Payroll staff for more details.

Q: Who will sign my timesheet because my supervisor is not in?

A: All supervisors should have a back up person for signing timesheets. At the time that you are hired, you should ask your supervisor this question.

Q: When do I get paid?

A: Anyone that is paid by the hour must work and submit a timesheet at the end of the pay period for the hours they have worked. There is approximately a four week gap between the time you submit your first timesheet and receive your first paycheck. Payroll checks are distributed every two weeks on Fridays, unless there is a major holiday (i.e. Thanksgiving, etc.) Please refer to the HR website for a Payroll Schedule.

Q: Where do I pick up my paycheck?

A: Payroll checks may be retrieved from the Office of Human Resources located on the 1st floor of Bird Hall from 8:00 a.m. to 4:30 p.m. (Room 1109)

Q: Can my friend pick up my check because I will not be able to?

A: With written authorization, students may pick up and sign to pick another’s payroll check. The check will not be released without a written note from the other person and proper ID.

Q: Can I get direct deposit?

A: Students may have their payroll check direct deposited to their checking or savings account. Forms may be obtained in the Office of Human Resources. The direct deposit will have to be re-activated each time a contract is renewed.

Q: Do students get overtime?

A: During a normal semester students may only work a maximum of twenty (20) hours per week, any hours worked beyond this is in violation of the Workship and Work-study Program Policies.
During the times that school is not in full session, students may work up to 40 hours per week; hours in excess of the forty are considered to be overtime hours payable at time and a half. An Overtime request form must be completed and approved before the overtime is paid.
APPENDIX
Appendix A
THE UNIVERSITY OF MARYLAND EASTERN SHORE
PRINCESS ANNE, MARYLAND 21853-1299

Office of Human Resource Management
Phone - (410) 651 – 6400

APPLICATION FOR STUDENT WORKSHOP EMPLOYMENT

Last Name    First    Middle

Address (Home)

City    State    Zip Code

Address (Campus)

City    State    Zip Code

Phone Number (Home)    E-Mail Address    Phone Number (Campus)

<table>
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<tr>
<th>A Social Security Number will be required at the time a contract is signed. Do you have a social security number?</th>
<th>U.S. Citizen? Yes - No</th>
<th>Are you a UMES Student: Yes or No (Circle One) Full or Part-time</th>
<th>Semester Desired: Fall: ___ Spring: ___ Summer: ___</th>
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<td>Major: ________________</td>
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What is your preferred department? 1st Choice ___________ 2nd Choice ___________ or Any Available ___________

Hours per week available: Fall ___ Spring ___ Summer ___ (Maximum number of hours = 20 if a Fulltime Student. Any student registered for twelve or more credit hours is considered fulltime). Credit hours for current semester:

Are you a student athlete? Yes _ No __. If yes, please check with the Office of Financial Aid. If hired under the WorkShip Program, NCAA regulations may reduce your athletics grant-in-aid.

Please circle all skills you currently possess:
Typing, indicate (wpm) ___ Bookkeeping Database
Data Entry Excel Microsoft Publisher
Library Research Microsoft Word Other: ____________
Appendix A

Lab Research  Microsoft Access
Filing  Power Point

If your answer is "Yes" to any of the following questions, explain in box below.

a. Have you ever worked for the University or the State of Maryland?  Yes  No

b. Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation?  ___  ___

c. Are you under 18 years of age?  ___  ___

The University of Maryland actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, age, physical or mental disability, marital status, religion, national origin or political affiliation. UMES encourages persons with disabilities to apply. In addition, the University is required by Title IX of the Education Amendments of 1972 not to discriminate in employment on the basis of sex.

Under Maryland law an employer may not require or demand any applicant for employment or any employee to submit to a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed $100.

I certify that all information on this application is accurate and recognize it is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy. I also understand that, if hired, I will be required to start at the base salary level unless otherwise stipulated or provided for by University Personnel Policy or Rule.

Signature of Applicant  Date

FOR HUMAN RESOURCES USE ONLY

Revised November 11, 2013
Appendix B

UNIVERSITY OF MARYLAND EASTERN SHORE

OFFICE OF HUMAN RESOURCE MANAGEMENT

Bird Hall Building
Princess Anne, Maryland 21853-1299

( ) Student – ( ) New – ( ) Returning
( ) Temporary Assistance – 1 or 2 days
( ) Student Athlete (see below)
( ) Special Approval (documentation attached)
( ) Contingent Category I

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 ___________________________ Gender ___ Visa Status _________ Last four #'s of SSN _____________

Cell or Other Contact 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)
• 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.

Dual Employment:

The employee shall notify the employer of dual employment within other USM Institutions of the USM or another State Agency. Sign appropriate line:

As of today's date I am not under dual/multiple employment with a USM Institution /State Agency (ies): Signature: ___________________________

As of today's date I am under dual/multiple employment with a USM Institution /State Agency (ies): Signature: ___________________________

If the dual/multiple employment status changes after this contract is signed, the employee shall notify employer immediately in order to maintain this contract as valid.

______________________________ (1) Appointee

______________________________ (2) Chair, Department Head or Appointing Auth.
Appendix B

(3) Dean

(5) Vice President (for employing division)

(7) Sponsored Res. /Title III

(4) Financial Aid (if applicable)

(6) Vice President for Admin. Affairs

(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

Revised 12/12/2014

Employment Category Definitions

Student – This employment category is limited to registered students at the UMES campus who are employed on the Workship 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 Workship 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...
Appendix B

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.
MEMORANDUM

To: All Departments

From: Marie H. Billie
Assistant Vice President for Human Resources

Date:

Re: SUMMER EMPLOYMENT

As a reminder we are republishing the UMES policy on summer student employment contracts. The policy was developed because of our continuing effort to provide financial assistance to UMES graduate, undergraduate and future UMES students. The policy is stated below with the categories of students ranked in the order of priority. We are re-emphasizing our summer policy relative to summer employment contracts that begin on or after May 25, 2018 and terminating on or before August 24, 2018.

The following statement is to accompany, and is to be considered part of, all summer employment contracts:

The student employee covered by this contract for summer employment falls into one of the following categories, in this order of priority. Please circle the correct category.

1. He/She is a returning UMES undergraduate student;

2. He/she is a returning UMES graduate student;

3. He/she has been admitted to the entering Freshman or First Year Graduate School Class for the following Fall Semester;

Printed Name

Supervisor Printed Name

Student Signature & Date

Supervisor’s Signature & Date
**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation**

**(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)**

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number):

- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
  - Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: __________________________
   OR
   2. Form I-94 Admission Number: __________________________
   OR
   3. Foreign Passport Number: __________________________
   Country of Issuance: __________________________

<table>
<thead>
<tr>
<th>Signature of Employee</th>
<th>Today's Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparer and/or Translator Certification (check one):**

- [ ] I did not use a preparer or translator.  
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Signature of Preparer or Translator</th>
<th>Today's Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Authorization</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>AND</strong></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>For persons under age 18 who are unable to present a document listed above:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. School record or report card</td>
<td>10. School record or report card</td>
<td>10. School record or report card</td>
</tr>
<tr>
<td>11. Clinic, doctor, or hospital record</td>
<td>11. Clinic, doctor, or hospital record</td>
<td>11. Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td>12. Day-care or nursery school record</td>
<td>12. Day-care or nursery school record</td>
<td>12. Day-care or nursery school record</td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
# Appendix E

**Employee Withholding Allowance Certificate**

**FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY**

Form MW 507

Comptroller of Maryland

Please complete Form in black ink. Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this Form to the IRS.

## Section 1 - Employee Information

<table>
<thead>
<tr>
<th>Payroll System (check one)</th>
<th>Name of Employing Agency</th>
<th>Agency Number</th>
<th>Social Security Number</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ RG ☐ CT ☑ UM</td>
<td>University of Maryland Eastern Shore</td>
<td>360225</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home Address (number and street or rural route)  
(apartment number, if any)  
City State Zip Code  
County of Residence (required) Nonresidents enter Maryland County in Baltimore City where you are employed

## Section 2 - Federal Withholding Form W-4


3. □ Single □ Married □ Married, but withhold at higher Single rate.  
Note: If married filing separately, check "Married, but withhold at higher Single rate."

4. If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. □

5. Total number of allowances you're claiming (from the applicable worksheet on the following pages) ........................................... 5.

6. Additional amount, if any, you wish to withhold from each paycheck ........................................... 6. $

7. I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption:  
   • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and  
   • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, write "Exempt" here ........................................... 7.

## Section 3 - Maryland Withholding Form MW 507

The Maryland worksheet is available online at [http://forms.marylandtaxes.gov/18_forms/mw507.pdf](http://forms.marylandtaxes.gov/18_forms/mw507.pdf)

□ Single □ Married (surviving spouse or unmarried Head of Household) Rate □ Married, but withhold at Single Rate

1. Total number of exemptions you are claiming not to exceed line 1 in Personal Exemption Worksheet on page 2 ........................................... 1.

2. Additional withholding per pay period under agreement with employer ........................................... 2.

3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions and check boxes that apply.  
   □ a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and  
   □ b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements).  
If both a and b apply, enter year applicable ______ (year effective) Enter "EXEMPT" here ........................................... 3.

4. I claim exemption from withholding because I am domiciled in the following state. □ Virginia  
   I further certify that I do not maintain a place of abode in Maryland as described in the instructions. Enter "EXEMPT" here ........................................... 4.

5. I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and  
   I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here ........................................... 5.

6. I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507 ........................................... 6.

7. I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction that does not impose  
   an earnings or income tax on Maryland residents, Enter "EXEMPT" here and on line 4 of Form MW507 ........................................... 7.

8. I certify that I am a legal resident of the state of _______ and am not subject to Maryland withholding because  
   I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses  
   Residency Relief Act. Enter "EXEMPT" here ........................................... 8.

## Section 4 - Employee Signature

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on which ever line(s) I completed. (This form is not valid unless you sign it.)

<table>
<thead>
<tr>
<th>Employee's signature</th>
<th>Date</th>
<th>Daytime Phone Number</th>
</tr>
</thead>
</table>

Employer's name and address (Employer: Complete name, address & EIN only if sending to IRS)  
Central Payroll Bureau  
P.O. Box 2136  
Annapolis, MD 21404

Federal Employer identification number (EIN)

Important: The information you supply must be complete. This form will replace any certificate you previously submitted.

Web Site: [http://comptroller.marylandtaxes.gov/government_services/state_payroll_services/](http://comptroller.marylandtaxes.gov/government_services/state_payroll_services/)
# Appendix F

**UNIVERSITY OF MARYLAND EASTERN SHORE**

**EMPLOYEE DATA INFORMATION FORM**

Please print clearly.

## 1. Employee Information

<table>
<thead>
<tr>
<th>Social Security #:</th>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Suffix Name (circle one)**

II  III  IV  V  Jr. Sr. None

**Birth Date:**

Month: __________

Day: __________

Year: __________

**Race/Ethnic Identity:**

Hispanic or Latino Origin? (Select One) 

- Yes
- No

*(Select One or More Choices Below)*

- Native American or Other Pacific Islander
- American Indian or Alaska Native
- Black or African American
- Asian
- White

**Prefix Name (circle one)**

a. Mr.

b. Mrs.

c. Dr.

d. Other

**Birth Place:**

**Country**

**City**

**Gender:**

a. Female

b. Male

**State**

**Marital Status**

a. Single

b. Married

c. Divorced

**Citizenship/Visa Status:**

**Citizenship Country:**

**Visa or Perm Res./Res. Alien # & Expiration Date:**

**Military Status (circle one):**

- Non-Veteran
- Veteran
- Vietnam Veteran
- Active Reserve
- Inactive Reserve
- Retired
- Special Disability

**Highest Education Level (circle one):**

- Less than 7th Grade
- 7th, 8th, 9th Grade Completed
- 10th, 11th Grade Completed
- High School Grad or GED
- Some College or Bus Coll Trade
- Associate Degree Earned
- Bachelor's Degree Earned
- Some Graduate Study
- Advanced Grad Specialist (AGS)
- Master's Degree Earned

**Phone Directory (circle):**

- All information
- Blank
- No Permanent Address/Phone
- No Permanent Address
- No Permanent Phone

**Previous Retiree from Maryland State Service: (circle one)**

- Yes
- No
2. Employee Address Information

Campus Supervisor or Department Head

Supervisor or Department Head Phone:

Name of Building Where Your Office/Work Area is Located:  
Your Office/Work Room Number:  
Your Office Telephone Number:

Home Address:  
City  State  Zip Code  

Home County:  
Home or Cell Phone Number:

3. Employee Email Address Information

Primary E-mail Address:

4. Employee Prior Dates of Service

Prior State of Maryland Service:  
Prior USM Service:

5. Employee Education Information

Institution:  
Country (Non USA Institutions Only) or State where Institution is Located:

Degree:  
Degree Date (mm/yyyy):  
Concentration/Major/Discipline:

DUAL EMPLOYMENT:

Please complete the questions below if you are employed by any other USM Institution or State Agency. Sign appropriate line:

1. As of today’s date I am not under dual/multiple employment with a USM Institution /State Agency (ies):  Signature:  

2. As of today’s date I am under dual/multiple employment with a USM Institution /State Agency (ies):  Signature:  
Name of USM Institution or State Agency employed by:
EMERGENCY CONTACT FORM

Please provide clear and accurate information for at least two individuals to be contacted in case of an emergency. Please remember to sign and date the form.

Name: ____________________________________  Relationship __________________________

Address: __________________________________

(Street or P.O. Box)

(City)  (State)  (Zip Code)

Home Phone#: _____________________________  Work# _____________________________

Name: ____________________________________  Relationship __________________________

Address: __________________________________

(Street or P.O. Box)

(City)  (State)  (Zip Code)

Home Phone#: _____________________________  Work# _____________________________

Comments: ________________________________

______________________________________________________________________________

Employee Signature: ______________________  Date: _____________________________
EXECUTIVE ORDER
01.01.1991.16

State of Maryland Substance Abuse Policy

A. Definitions. In this Executive Order the following words have the meanings indicated:

(1) "Substance" means alcohol or drugs.

(2) "Alcohol" means ethyl alcohol or ethanol.

(3) "Drug" means:
   (a) A controlled dangerous substance;
   (b) Any other substance which must be dispensed by a licensed health care professional; or
   (c) An over-the-counter drug.

(4) "Abuse" means:
   (a) The use of an illegal drug;
   (b) The intentional misuse of an over-the-counter drug, if the misuse impairs the job performance of the State employee or could impair the job performance of an applicant for State employment;
   (c) The intentional use of any prescription drug in a manner inconsistent with its medically prescribed intended use, or under circumstances where its use is not permitted, if it impairs the job performance of a State employee or could impair the job performance of an applicant for State employment; or
   (d) The use of alcohol if it impairs job performance of the State employee or could impair the job performance of an applicant for State employment.

(5) "Workplace" means any place where an employee is performing work for the State of Maryland.

(6) "Employee" means:
   (a) A classified, unclassified, contractual, key employee, or other employee or official in the Executive Branch;
   (b) A volunteer who provides a service to or for a unit in the Executive Branch; or
   (c) A member of a Board or Commission in the Executive Branch.
(7) "Sensitive Employee" means an employee whose classification or position has been designated sensitive by the employee's appointing authority or personnel system.

(8) "Conviction" means:

(a) A judgment of conviction, whether entered upon a finding of guilt or acceptance of a plea of nolo contendere, and the imposition of sentence; or

(b) The staying of the entry of judgment and the placing of the defendant on probation after a finding of guilty or the acceptance of a plea of nolo contendere.

(9) "Alcohol Driving Offense" means:

(a) Driving or attempting to drive while:

(i) Intoxicated; or

(ii) Under the influence of alcohol; or

(b) Operating or attempting to operate a vessel while:

(i) Intoxicated; or

(ii) Under the influence of alcohol.

(10) "Controlled Dangerous Substance Offense" means:

(a) A controlled dangerous substance violation, under Article 27 of the Annotated Code of Maryland;

(b) An offense of the law of any other jurisdiction if the prohibited conduct would be a controlled dangerous substance violation if committed in this State;

(c) Driving or attempting to drive while:

(i) Under the influence of drugs or drugs and alcohol; or

(ii) Under the influence of a controlled dangerous substance; or

(d) Operating or attempting to operate a vessel while:

(i) Under the influence of drugs or drugs and alcohol; or

(ii) Under the influence of a controlled dangerous substance.

B. General Policy. The State of Maryland establishes and adopts the following substance abuse policy for the Executive Branch of State Government:

(1) The State of Maryland is committed to making good faith efforts to insure a safe, secure, and drug-free workplace for its employees consistent with the Drug-Free Workplace Act as enacted by Congress.

(2) All employees in the workplace must be capable of performing their duties.
(3) Employees experiencing substance abuse problems are encouraged to seek assistance through:

(a) Their employer;

(b) Self-referral to the employer's Employee Assistance Program; or

(c) Self-referral to an alternative certified rehabilitation program.

(4) An appointing authority may not hire anyone whom it knows currently abuses drugs or alcohol.

(5) Employees are prohibited from:

(a) Abusing alcohol or drugs;

(b) Committing a controlled dangerous substance offense; or

(c) Committing an alcohol driving offense.

C. Alcohol Abuse Policy.

(1) Working under the influence of alcohol is a violation of this policy and shall subject the employee to disciplinary action.

(2) An employee charged with an alcohol driving offense must report a finding of guilty, an acceptance of a plea of nolo contendere, or a probation before judgment to the employee's appointing authority within 5 work days.

(3) A sensitive employee shall be suspended for 15 days and required to successfully participate in an alcohol treatment program designated by an employee assistance program the first time the employee is:

(a) Convicted of an at-the-workplace alcohol driving offense; or

(b) Found under the influence of alcohol while at-the-workplace.

(4) A sensitive employee convicted of an off-the-workplace alcohol driving offense, and a non-sensitive employee convicted of any alcohol driving offense shall:

(a) On the first conviction be referred to an employee assistance program, and in addition, be subject to any other appropriate disciplinary actions;

(b) On the second conviction, at a minimum, be suspended for at least 5 days, be referred to an employee assistance program, be required to participate successfully in a treatment program, and in addition, be subject to any other appropriate disciplinary actions, up to and including termination;

(c) On the third conviction, be terminated.

D. Drug Abuse Policy.

(1) Working under the inappropriate influence of prescription drugs or over-the-counter drugs is a violation of this policy and shall subject the employee to disciplinary action.
(2) Working under the influence of a controlled dangerous substance is a violation of this policy and shall subject the employee to disciplinary action.

(3) An employee charged with a controlled dangerous substance offense shall report a finding of guilty, an acceptance of a plea of nolo contendere, or a probation before judgment to the appointing authority within 5 work days.

(4) A sensitive employee convicted of any controlled dangerous substance offense shall be terminated.

(5) A sensitive employee who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for 15 work days and be required to successfully participate in a drug treatment program designated by an employee assistance program, as provided for by the appointing authority’s drug testing protocol.

(6) A sensitive employee who abuses a legally prescribed drug or an over-the-counter drug shall, on the first offense:

(a) Be suspended for 5 work days; and

(b) Be required to participate successfully in a drug treatment program designated by an employee assistance program.

E. General Sanctions. Any employee otherwise in violation of this Executive Order shall be subject to appropriate progressive disciplinary actions up to and including termination.

F. Law Enforcement.

(1) When an appointing authority learns or, based on observation or reliable information, suspects that an employee has committed a controlled dangerous substance or alcohol offense at the workplace, the appointing authority shall refer the matter to an appropriate law enforcement authority for further investigation and prosecution.

(2) All employees shall cooperate fully with law enforcement authorities in the investigation and prosecution of suspected criminal violations.

G. Employee Education. All appointing authorities shall educate and inform their employees about:

(1) The dangers of drug and alcohol abuse in the workplace and the community at large;

(2) The State of Maryland’s policy of maintaining a drug-free workplace;

(3) Any drug and alcohol abuse counseling, rehabilitation, and employee assistance program that is available; and

(4) The penalties that may be imposed upon employees for violations of this Executive Order.

H. Implementation.

(1) The Secretary of Personnel and the head of every other personnel system in the Executive Branch shall adopt such policies and regulations as are necessary or desirable for the implementation of this Executive Order.

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(2) All appointing authorities are responsible for implementing and enforcing and monitoring compliance with the requirements of this Executive Order.

(3) All employees are required to acknowledge receipt of a copy of this Executive Order by returning an acknowledgement of receipt to their supervisor for insertion in their personnel file.

Effective date: April 1, 1991 (18:8 Md. R. 848)
STATE OF MARYLAND SUBSTANCE ABUSE POLICY

ACKNOWLEDGEMENT OF RECEIPT

As an employee of the State of Maryland, I, ________________________________, hereby certify that I have received a copy of the State's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the State's owned or utilized premises and violation of this policy can subject me to discipline up to and including termination. As a condition of employment, I must abide by the terms of this policy and will notify my supervisor of any criminal drug conviction no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicates this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

________________________________________________________________________
Employee's Signature

________________________________________________________________________
Personnel Officer's Signature

________________________________________________________________________
Date

________________________________________________________________________
Date
State of Maryland Personnel Policy

Subject: Domestic Violence and the Workplace

SECTION:
Issued: 10/1/99
Revision No.
Effective: 10/1/99

APPROVED: Andrea Fulton, OPSB Executive Director

1. POLICY
1.1 The State of Maryland is dedicated to the prevention and elimination of domestic violence.

1.2 The State of Maryland seeks to create a supportive workplace environment in which employees feel comfortable discussing domestic violence and seeking assistance for domestic violence.

1.3 The State of Maryland has a zero tolerance policy for domestic violence at the workplace and will take appropriate disciplinary action and/or criminal prosecution against any employee or non-employee who commits an act of domestic violence in state offices, facilities, work site, vehicles, or while conducting any state business.

2. LEGAL AUTHORITY
2.1 Executive Order 01.10.1998.25; Domestic Violence and the Workplace

2.2 Maryland State Personnel and Pensions Article, Title 11

2.3 Code of Maryland Annotated Regulations (COMAR 17.04.04)

3. DEFINITIONS
3.1 Domestic Violence – Abusive behavior whereby a person intends to establish and maintain power and control over person with whom he or she has, or has had, a significant personal relationship. Power and control are exerted through physical, sexual, psychological and or economic means. Examples of domestic violence include, but are not limited to:

- intimidation;
- threats to cause harm;
- verbal harassment;
- disorderly conduct;
- crimes against property;
• violation of an ex parte or protective order;
• display or discussion of weapons;
• homicide
• assault and battery;
• rape; and
• stalking.

3.2 Perpetrator – An individual who commits an act of domestic violence.

3.2 Victim – An individual who is subject to an act of domestic violence.

4. CONFIDENTIALITY
4.1 In order to ensure the safety of all employees who comply with the law (including the Public Information Act), any information related to domestic violence or the State’s response to domestic violence will only be disclosed on a need to know basis.

5. WORK ENVIRONMENT
5.1 All employees should be sensitive and nonjudgmental when supporting victims of domestic violence.

5.2 An employee shall not be disciplined or penalized in the workplace for being a victim of domestic violence.

5.3 When an employee subject to discipline confides that the job performance or conduct problem is caused by domestic violence, the employee shall be referred to the State’s Employee Assistance Program.

5.4 The employee’s participation in the State Employee Assistance’s Program is voluntary.

6. DISCIPLINARY PROCEDURES FOR EMPLOYEES WHO COMMIT ACTS OF DOMESTIC VIOLENCE
6.1 An employee who is found to commit an act of domestic violence in the workplace may be subject to disciplinary action, up to and including termination.

6.2 An employee who is found using any state resources such as work time, workplace phones, facsimile machines, mail, electronic mail, or other means to commit an act of domestic violence may be subject to disciplinary action, up to and including termination.

7. EMPLOYEE RESPONSIBILITIES
7.1 All employees shall:
7.1.1 attend Domestic Violence and the Workplace Training; and

7.1.2 immediately report to the police, security or an agency
designee any threats or acts of domestic violence in the workplace that may be experienced or witnessed.

8. VICTIM RESPONSIBILITIES AND ASSISTANCE OPTIONS
8.1 Employees who are victims of domestic violence shall:
8.1.1 notify their supervisor of the possible need to be absent and discuss possible leave options;

8.1.2 discuss with their supervisor plans to return to work and the appropriate reporting procedures;

8.1.3 if necessary and available, make alternate arrangement to receive a paycheck; and

8.1.4 work with supervisor to ensure that adequate safety measures are in place.

8.1.5 contact the State’s Employee Assistance Program for confidential consultation and resources.

9. PERPETRATOR RESPONSIBILITIES
9.1 Employees who are perpetrators of domestic violence shall:
9.1.1 contact the State’s Employee Assistance Program office for confidential consultation and resources; and

9.1.2 contact an abuser’s intervention program.

10. SUPERVISOR RESPONSIBILITIES
10.1 Supervisors shall:
10.1.1 ensure that each employee is provided with a copy of this Domestic Violence Policy;

10.1.2 participate in Domestic Violence and the Workplace Training;

10.1.3 immediately refer any employee, known to be the victim or the perpetrator of domestic violence, to the Employee Assistance Program; and

10.1.4 maintain the confidentiality of all information related to an employee’s involvement in a situation relating to domestic violence.

10.2 The posting of materials may include, but not limited to the following: locker rooms, bulletin boards, rest rooms, inserts in paycheck stubs, inter-office memos and newsletters. Educational materials may take the form of posters, brochures, informational cards and flyers, etc.

11. AGENCY EMPLOYEE ASSISTANCE PROGRAM COORDINATOR RESPONSIBILITIES
11.1 Agency Employee Assistance Program Coordinators shall;
11.1.1 participate in Domestic Violence and the Workplace Training;

11.1.2 maintain up-to-date referral resources on domestic violence hotlines, advocacy groups, shelters, counseling services and legal services (pro bono legal assistance and domestic violence/family court information);

11.1.3 maintain up-to-date resources for perpetrators, including abusers' intervention programs; and

11.1.4 maintain the confidentiality of all information related to an employee's involvement in a situation relating to domestic violence.

12. DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) EMPLOYEE RELATIONS DIVISION'S RESPONSIBILITIES
12.1 The DBM Employee Relations Division shall:
12.2.1 participate in Domestic Violence and the Workplace Training;

12.1.2 maintain up-to-date resources on domestic violence hotlines, advocacy groups, shelters, counseling services and legal services (pro bono legal assistance and domestic violence/family court information);

12.1.3 maintain up-to-date resources for perpetrators; including abusers' intervention programs; and

12.1.4 maintain the confidentiality of all information related to an employee's involvement in a situation relating to domestic violence.

13. SAFETY
13.1 Each agency shall make reasonable efforts to maximize the safety of all employees.

13.2 These efforts may include, but are not limited to: escort services, improved lighting, working closely with appropriate law enforcement agencies, relocation of employee's work station, installation of security cameras or silent alarms and strict enforcement of current security procedures.
The State of Maryland
Executive Department

STATE OF MARYLAND DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

ACKNOWLEDGEMENT OF RECEIPT

As an employee of the State of Maryland, I hereby certify that I have received a copy of the State's Domestic Violence and The Workplace policy (Effective Date: 10/1/2099). I realize that disciplinary and/or criminal action can be taken against any employee who commits an act of domestic violence in state offices, facilities, work site, vehicles, or while conducting any state business.

Employee’s Signature

Date

Personnel Officer’s Signature

Date
UMES GUIDELINES AND POLICY ON SMOKING
APPROVED BY THE PRESIDENT ON JUNE 26, 2013

It is UMES’ goal to promote the good health and comfort of its employees. Maintenance of a smoke-free work environment can contribute toward the attainment of that goal. Therefore, smoking is not permitted in any UMES building or facility. Smoking is not permitted on UMES property except in designated areas around the campus perimeter. In addition, smoking is not permitted in any UMES shuttle bus or other UMES vehicle.

POLICY
In compliance with Executive Order 01.01.1987.13, issued by the Governor of Maryland, and in accordance with the above USM Policy on Smoking at USM Institutions, it is the policy of UMES to provide a healthful working environment on the UMES campus. UMES has attempted to consider the needs and concerns of both smokers and non-smokers in the development of this policy which applies to all employees, students and visitors to the campus.

I. PROHIBITIONS ON UMES PROPERTY
Smoking is prohibited in the following areas:
A. Consistent with Maryland law, smoking is not permitted in any UMES building, including academic buildings, residence halls, administrative buildings, and other enclosed facilities, and smoking is not permitted in State vehicles owned by UMES;
B. Smoking is prohibited on UMES grounds and property, including walkways, parking lots, and recreational and athletic areas except as provided below; and
C. The sale of tobacco and smoking-related products is prohibited on institution property.

Smoking in and on UMES property will be permitted only as follows:
A. In designed smoking areas around the perimeter of the campus. Smoking areas are designated by signs and smoking must be limited to the immediate area;
B. For controlled research, and educational, theatrical, or religious ceremonial purposes, with prior approval of the President or the President’s designee; or
C. Subject to any other exception to this policy recommended by the President and approved by the Chancellor.

II. IMPLEMENTATION
A. The Vice President for Administrative Affairs shall direct the Physical Plant Department to post smoke-free campus signs where smoking is prohibited and place appropriate signs and receptacles where smoking is permitted as mapped around the campus perimeter (Attachment 1);
B. Each employee shall have access to the Smoking Policy on the UMES website and each new employee shall receive the policy as part of the orientation process;
University of Maryland Eastern Shore

POLICY ON SMOKING

ACKNOWLEDGEMENT OF RECEIPT

As an employee/student of the University of Maryland Eastern Shore (UMES), I hereby certify that I have received a copy of the UMES Policy on Smoking (Effective Date: 7/1/13). I realize any employee/student who violates the smoking policy is subject to disciplinary action or a fine consistent with this policy.

Employee’s Signature                        Date

HR or other UMES representative            Date
# Appendix K

## STATE OF MARYLAND

### PAYROLL DIRECT DEPOSIT AUTHORIZATION

<table>
<thead>
<tr>
<th>Payroll System (Check one)</th>
<th>Regular</th>
<th>Contract</th>
<th>University of Maryland</th>
</tr>
</thead>
</table>

**Social Security Number**
- [ ]

**Agency Code**
- 3 6 0 2 2 5

**Employee’s Name (please print)**
- 

**Agency Name (please print)**
- University of Maryland Eastern Shore

I authorize the State of Maryland Central Payroll Bureau to take the following action with my net salary:

### (Check One)

1. **Initiate** deposit directly to my checking/savings account
   - (Will take at least two pay periods to allow for pre-note process.)

2. **Change** account type (checking/savings account), and/or bank routing number to which my net salary is deposited (cancel of old account will occur within 21 days for receipt of CPB; you will receive a payroll check until the new account is established)
   - **Do not close account until payroll check is issued.**

3. **Discontinue** direct deposit into my checking/savings and issue a payroll check instead.
   - **Do not close account until payroll check is issued.**

### Bank Name:
- *(Omit if action 3 is checked)*

### Account Type: *(Must Check One)*
- [ ] Checking
- [ ] Savings

**Bank Number**
- 

**Checking/Savings Account Number**
- 

**IAT requirement**
- [ ] Check box if your full net pay is subsequently transferred to a foreign bank.

I authorize the State of Maryland to deposit my net salary to the bank and account named above. This authorization is to remain in force until the State of Maryland receives written notification from me of its termination in time and manner that allows the State and the bank a reasonable opportunity to act upon it. In the event that the State of Maryland notifies the bank that funds to which I am not entitled have been deposited to my account in error, I authorize and direct the bank to return said funds to the State as soon as possible. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to the State is not possible, I authorize the State to recover those funds by setting off the amount erroneously paid me from any future payments from the State until the amount of the erroneous deposit has been recovered, in full.

### Date

- 

**Employee signature**
- 

**Daytime phone number**
- 

### Instructions:
- Only one account is permitted for direct deposit. You can choose either checking or savings not both.
- Type or print only (except signature).
- Use black ink only.
- Complete all blocked areas in the top part of form except for the section “CPB use only.”
- Read authorization and sign the completed form. Only original forms will be accepted. Unsigned or incomplete forms will be returned.
- Deposit amount will be full net amount of pay into either your checking/savings account.
- If changing your account type, bank and or account number, you will receive a payroll check until new direct deposit becomes effective.
- Do not send a voided blank check.
- Send completed form to Central Payroll Bureau, P.O. Box 2396, Annapolis, MD 21404. Phone 410-260-7401.

CPB/6600599-2017

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Appendix L

Student Salary Scale
Undergraduate/Graduate Workshop Contracts – 20 hours per week
Effective July 1, 2018

Note: Rate per hour above $15.00 requires permission from Vice President for Administrative Affairs

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student General (Clerical and Office)</td>
<td>$10.10</td>
<td>$11.00</td>
<td>Files, types, customer service, answers phones, copies, runs errands</td>
</tr>
<tr>
<td>Student Assistant (Physical Plant, and Farm)</td>
<td>$10.10</td>
<td>$11.00</td>
<td>Provides assistance to staff and faculty in areas to include maintenance, housekeeping, painting, groundskeeping, and farm operations.</td>
</tr>
<tr>
<td>Student Technical (IT Dept and Computer Labs)</td>
<td>$10.10</td>
<td>$12.00</td>
<td>Students appointed in the IT area or computer labs must have advanced computer skills or above average basic computer skills which would permit training in technical usage of computer repair.</td>
</tr>
<tr>
<td>Student Research (LAB) and (PUB)</td>
<td>$10.10</td>
<td>$15.00</td>
<td>Under close supervision by faculty, students provide research assistance.</td>
</tr>
<tr>
<td>Student Tutors (Access and Success, PACE, Student Support Services)</td>
<td>$10.10</td>
<td>$12.00</td>
<td>Students provide tutoring skills in a particular subject area. PACE program tutors are required to have a GPA of 2.80 and an “A” or “B” in subject area to be tutored. Access and Success tutors are required to have a GPA of 3.00 and an “A” or “B” in subject area to be tutored.</td>
</tr>
<tr>
<td>Student Paraprofessionals (Residence Life)</td>
<td>$10.10</td>
<td>$15.00</td>
<td>Students are required to live in dormitory, be on-call, and must provide social and academic programs once a month for housing residents. Free room is provided.</td>
</tr>
<tr>
<td>Student Interns Off-campus research sites</td>
<td>$15.00</td>
<td>$20.00</td>
<td>Highly specialized research at off-campus research sites. Students must have expectation for expenses related to food, telephone, and room and board.</td>
</tr>
</tbody>
</table>

(Special approval required by Vice President for Administrative Affairs)
Appendix M

WORKSHIP STUDENT EVALUATION FORM

**Instructions:** Evaluate the student employee according to the criteria listed below. If the student is no longer working, the supervisor should make an evaluation and indicate under the **COMMENTS** section that the student did not participate in the evaluation.

5 - Excellent 3 - Average 1 - Unable to evaluate
4 - Above Average 2 - Below Average N - Not applicable

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>2</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality and Quality of Work – Accomplishes an above average amount of work; work is thorough, accurate, and complete</td>
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<tr>
<td>DEPENDABILITY – Is reliable, fulfills responsibilities, is punctual, has good attendance, and notifies supervisor if unable to work</td>
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<tr>
<td>ATTITUDE TOWARDS WORK – Is enthusiastic, interested, diligent, courteous; and willing to work at difficult or disagreeable tasks.</td>
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<tr>
<td>PERSONAL APPEARANCE – Is neat, clean, and maintains dress code for area; acceptable overall appearance.</td>
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<tr>
<td>RELATIONS WITH OTHERS – Maintains good working relationships with co-workers, supervisors, faculty, administrators, and others; is tactful and diplomatic</td>
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<tr>
<td>INITIATIVE – Offers suggestions for new or better methods of operations; asks for work if not assigned; good organizer</td>
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<tr>
<td>OVERALL RATING – Considering all above criteria, rate the overall work performance of the student.</td>
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</tr>
</tbody>
</table>

If the student returns to UMES for the next semester, do you recommend this student be offered employment in your area? Yes ______ No ______

Supervisor's Comments: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Comments: ______________________________________________________________
____________________________________________________________________________

Supervisor Name: ___________________________  Signature: _________________________

Student Name: ___________________________  Signature: _________________________
Appendix N

Sample Self-Addressed Envelope

University of Maryland Eastern Shore
1109 Bird Hall
Princess Anne, MD 21853

My Name:
Suite or P.O. Box 123
City, State 12345