



OFFICE OF HUMAN RESOURCE MANAGEMENT

Bird Hall Building
Princess Anne, Maryland 21853-1299

(410) 651- 6400
FAX: (410) 651-6500

Employment Contract

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 # _____

If you are a student, are you currently employed under a Work-Study Contract through the Financial Aid Office? Yes ___ No ___
(If yes, students are not permitted to work on a Workship contract while on a contract through Financial Aid Office)

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:

- 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.
- This appointment provides no assurance of permanent employment even if a regular position for the function becomes available.
- 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.
- The appointee shall not have any grievance rights under any State, University System of Maryland, or institutional policy, unless such policy specifically provides otherwise.
- 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.

Safe and Sick Leave

◆ Pursuant to the Maryland Healthy Working Families Act, if you are regularly scheduled to work a minimum of 12 hours a week, you will be entitled to accrue **Sick and Safe** leave at the rate of 1 (one) hour for every 30 hours worked up to a maximum accrual of 40 hours per calendar year.

◆ You may carry over up to 40 hours of **Sick and Safe** leave per calendar year. You may use up to 64 hours of accrued **Sick and Safe** leave per calendar year and may accrue up to a maximum of 64 hours of **Sick and Safe** leave in total at any time.

◆ You **will not** be eligible to use **Sick and Safe** leave until 106 days from your date of hire. **Sick and Safe** leave balances will be carried over for contract renewals. Upon termination from employment, you **will not** be entitled to payment for any unused **Sick and Safe** leave balance; however, if you leave employment and are re-employed within 37 weeks of your last contract termination date, you will be entitled to have any unused **Sick and Safe** leave reinstated.

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.

(3) Dean

(4) Financial Aid (if applicable)

(5) Vice President (for employing division)

(6) Sponsored Programs/Grant Accountant/Title III

(7) Budget Director

(8) Vice President for Administration and Finance

(9) President (if applicable)

(10) Senior Employment Manager

(11) 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: (Personnel/Payroll Forms)

Revised 09/17/20

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.

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.