



UNIVERSITY of MARYLAND  
EASTERN SHORE

OFFICE OF HUMAN RESOURCE MANAGEMENT

Bird Hall Building  
Princess Anne, Maryland 21853 –1299

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

MEMORANDUM

To: All Departments  
From: Office of Human Resources Management  
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.

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