

# **BOWIE STATE UNIVERSITY**

## **CONTINGENT I EMPLOYMENT CONTRACT**

**Sections 1 – 2: TO BE COMPLETED BY THE EMPLOYING SUPERVISOR**

APPOINTEE NAME:	New Contract____ Renewal____
EMPLID NUMBER: (DO NOT ENTER SSN)	
POSITION TITLE:	
EMPLOYMENT CATEGORY: (EXEMPT/ NON-EXEMPT)	
HIRING DEPARTMENT ID (6 Digits):	
CHARGING DEPARTMENT ID # (6 Digits):	ACCOUNT CODE (4 Digits):
PROJECT GRANT ID (4 Digits):	

This employment agreement (“Contract”) is made by and between the University System of Maryland (“USM”), a corporate body and an agency of the State of Maryland, acting through Bowie State University (“BSU”), and “Appointee”. In consideration of the mutual promises and agreements set forth in this Contract, BSU and Appointee agree as follows:

**1. Appointment/Position**

- a. The Appointee is hired to perform the duties assigned by the supervisor, including but not necessarily limited to the attached job description.
- b. New contracts must include a Staff Application, Resume, and Criminal Background Authorization Form.
- c. This contract will be in effect from \_\_\_\_\_ to \_\_\_\_\_. Contractual employment beyond the latter date will require a new Employment contract.
- d. The position title and equivalent category stated above are assigned to the APPOINTEE solely for administrative purposes. The Appointee is not appointed to the regular, nonexempt, or exempt staffs of BSU. Employment policies and benefits of employment relating to the regular, nonexempt, or exempt staffs of BSU are not relevant to the Appointee unless otherwise specifically provided for in this Contract, required by law, or specified in the BSU Office of Human Resources policies for contingent employment.
- e. The APPOINTEE will not have any priority status with respect to other or future BSU, USM or State of Maryland employment.
- f. Continuation of contracts supported by Title III or other Federal funds is contingent upon availability of funds.

**2. Rate of Pay**

- a. The APPOINTEE’s recommended rate of pay is \$ \_\_\_\_\_ per hour. **Pay rates are subject to adjustment. No hourly rate increases for contract renewals. Non-Exempt appointee hiring rate may not exceed pay range midpoint.**
- b. Total salary for the contract term shall not exceed \$ \_\_\_\_\_. Salaries are payable biweekly or any other interval established by BSU.
- c. The standard workweek for the APPOINTEE is \_\_\_\_\_ per week. **Appointee is eligible for ACA benefits for 30 hours or more for three consecutive months.**

d.

<p>For HR Use Only:</p> <p>Approved Rate of Pay: _____</p> <p>Initials: _____ Date _____</p>
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**3. Conditions of Employment**

- a. The Appointee is subject to all applicable rules, policies and procedures of the Appointee’s department or administrative unit, BSU, and USM and State of Maryland. The terms of this Contract and the USM Board of Regents’ policies with respect to contingent employees shall prevail over any conflicting policies and procedures issued by any component of the USM.
- b. If the Appointee does not satisfy the following special conditions, this Contract may be canceled immediately by BSU:
  - (1) The Appointee shall not hold a position where a supervisor/subordinate relationship exists with a member of the Appointee’s family.
- e. Neither this Contract nor the services to be rendered hereunder may be assigned or transferred by the Appointee.

**4. Termination of Contract**

Either party may terminate this contract by giving **10** calendar days prior written notice to the other party. The BSU Senior Director of Human Resources may terminate this Contract immediately for or without cause in the event of breach of this Contract or any condition of employment of the Appointee. Notice of termination from BSU to the Appointee shall be deemed received by the Appointee upon delivery to the Appointee’s workplace. Notice of termination from the Appointee to BSU shall be deemed received by BSU upon delivery to the Appointee’s supervisor.

<b>SECTION II</b> Please ensure signature is legible.	<b>AUTHORIZED SIGNATURES:</b> Print name beside signature	<b>(Allow at least 2 DAYS PER SIGNATURE)</b>
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|--------------------------------------|------|--|------------------------------------------------|------|
| 1. PI/Dept. Head/Chairperson & Dean  | Date |  | 5 University Budget Office                     | Date |
| 2. Area Vice President               | Date |  | 6 Vice President of Administration and Finance | Date |
| 3. Grants Compliance (if applicable) | Date |  | 7 Office of Human Resources                    | Date |
| 4. Grants Accounting (if applicable) | Date |  |                                                |      |

***FORM MUST BE COMPLETE, INFORMATION CORRECT, AND FUNDS AVAILABLE BEFORE REQUEST WILL BE PROCESSED. EMPLOYMENT SHALL NOT BEGIN UNTIL THE EMPLOYEE HAS A SIGNED CONTRACT.***

**IN WITNESS WHEREOF, BSU, by its Employing Supervisor, and the Appointee execute this contract. Additionally, your signature authorizes the Office of Human Resources to create a web timekeeping account, which enables you, access to the web time module of PeopleSoft.**

**Appointee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 EXECUTIVE ORDER 01.01.1991.16, State of Maryland Substance Abuse Policy.

**Appointee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_