

BOWIE STATE UNIVERSITY

STUDENT EMPLOYMENT CONTRACT

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

STUDENT NAME: _____ New Contract _____ Renewal _____
STUDENT ID NUMBER: (DO NOT ENTER SSN) _____
POSITION TITLE: _____
EMPLOYMENT CATEGORY: **STUDENT**
DEPARTMENT ID: _____
ACCOUNT CODE: _____
PROJECT GRANT ID: (If Applicable) _____

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 “Student”. In consideration of the mutual promises and agreements set forth in this Contract, BSU and the Student agree as follows:

1. Appointment/Position

- a. The Student is hired to perform the duties assigned by the supervisor, including but not necessarily limited to:
ATTACH AN APPROPRIATE JOB DESCRIPTION
- b. This contract will be in effect from _____ to _____. Contractual employment beyond the latter date will require a new Employment contract.
- c. The position title and equivalent category stated above are assigned to the STUDENT solely for administrative purposes. The Student 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 Student unless otherwise specifically provided for in this Contract, required by law, or specified in the BSU Office of Human Resources policies for contingent employment.
- d. The STUDENT will not have any priority status with respect to other or future BSU, USM or State of Maryland employment.
- e. Continuation of contracts supported by Title III or other Federal funds is contingent upon availability of funds.

2. Rate of Pay

- a. The STUDENT’s recommended rate of pay is \$ _____ per hour. **Pay rates are subject to adjustment. No hourly rate increases for contract renewals.**
- 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 STUDENT is _____ per week. **Students cannot work more than 20 hours per week during the academic year.**

d. For HR Use Only:

Approved Rate of Pay: _____

Signature: _____

3. Conditions of Employment

- a. The Student is subject to all applicable rules, policies and procedures of the Student’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 Student does not satisfy the following special conditions, this Contract may be canceled immediately by BSU:
 - (1) The Student shall not hold a position where a supervisor/subordinate relationship exists with a member of the Student’s family.
- e. Neither this Contract nor the services to be rendered hereunder may be assigned or transferred by the Student.

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 Student. Notice of termination from BSU to the Student shall be deemed received by the Student upon delivery to the Student’s workplace. Notice of termination from the Student to BSU shall be deemed received by BSU upon delivery to the Student’s supervisor.

AUTHORIZED SIGNATURES: (Allow at least 2 DAYS PER SIGNATURE)

1. _____ Date Dept. Head/PI/Chairperson & Dean	5. _____ Date University Budget Office
2. _____ Date Area Vice President	6. _____ Date Vice President of Administration and Finance
3. _____ Date Grants Accounting (if applicable)	7. _____ Date Office of Human Resources
4. _____ Date Grants Compliance (if applicable)	. . .

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 WHICH IS GENERATED WITHIN TWO DAYS AFTER ALL SIGNATURES ARE RECEIVED.

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

Student 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.

Student Signature: _____ **Date:** _____