

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**
HIRING DEPARTMENT:
DEPARTMENT 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 the attached 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.**

d.

For HR Use Only: Approved Rate of Pay: _____ Initials: _____ Date _____
