NAME:		
TU ID:		
POSITION TITLE:		
CONTINGENT CATEGORY:		
PROJECT:	GRANT #	

## EMPLOYMENT CONTRACT FOR SPONSORED PROJECT PERSONNEL TOWSON UNIVERSITY

This Employment Contract ("Contract") is made this \_\_\_\_\_\_ and between Towson University ("TU"), an agency of the State of Maryland and ("Employee"). In consideration of the mutual promises and agreements set forth in this Contract, TU and the Employee agree as follows:

- 1. <u>Position</u>

## 2. <u>General Conditions</u>

- a. This Contract is to be interpreted and administered in accordance with the USM policy and the TU Implementation Guidelines on Contingent Status Employment for Non-exempt and Exempt staff employees. ("Policy on Contingent Staff Employment").
- b. This Contract is for \_\_\_\_\_ months, commencing on \_\_\_\_\_\_ and ending \_\_\_\_\_\_ In accordance with Section III.B.3 of the Policy on Contingent Staff Employment, the Employee serves at the pleasure of the University; accordingly, the University may terminate the contract for any reason.
- c. This Contract is not an appointment to the non-exempt or exempt staff ("Regular Staff") of the University. Employment policies and procedures applicable either to the faculty or to the University's Regular Staff will not apply to this position unless otherwise provided in this Contract. In accordance with Section IV.B.4 of the Policy on Contingent Staff Employment, this appointment shall not be converted to a Regular Staff position, whether or not the employee has two consecutive years of service in the position.
- d. An employer/employee relationship shall exist.

- e. Neither the Contract nor the services to be rendered may be assigned or transferred by the Employee.
- f. Biweekly recording of time will be completed by the Employee and approved by the Employee's Supervisor.
- g. University System of Maryland and/or University grievance policies and procedures will not apply to this Contract.
- 3. <u>Compensation</u>

  - b. The Employee is not entitled to overtime pay. In accordance with the grant, if the employee is paid hourly, work hours may not exceed \_\_\_\_\_ per week.
  - c. The Employee's pay will reflect mandatory deductions, for Maryland and Federal Income Tax, and Federal Insurance Contributions Act ("FICA") withholdings and other deductions authorized by the Employer and approved by the University.
  - d. The University will pay the required subsidies for unemployment insurance, workers compensation insurance and FICA.

## 4. <u>Benefits</u>

a. The Employee will receive and be subject to the following employee benefits and salary deductions. Benefits are subject to change without notice by action of the University or the State.

## NO BENEFITS

- b. Leave is earned annually on a pro rata basis beginning on the first day of employment. Leave can be taken only with the approval of the Employee's supervisor. Upon the termination of the Contract, the Employee shall be paid for any unused annual and holiday leave to the extent that the leave has been accrued. No leave of any type may be carried beyond the Contract period, unless the Contract is renewed and such leave is approved by the Employee's supervisor.
- c. The following benefits are available at the option of the Employee. The Employee, however, will pay the full cost of the benefits checked below.

Long	Term	Disability	Insurance
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\_\_\_\_\_ Life Insurance

\_\_\_\_\_ State Health Insurance available to contractual employee (Payroll deductions will not be available. All premiums must be paid directly to the provider).

\_\_\_\_\_ Supplemental Retirement Annuity.

Recommended by Dean

Towson University

Date

Date

Employee

Date