



**UMB STUDENT  
CONTINGENT CATEGORY I – EMPL CLASS 14, 14W, 16 and 16W  
Temporary/Seasonal (If and When) Employment Agreement  
MUST BE ENROLLED AT USM CAMPUS**

Please return completed form with employment application, EAF and other required documents to:  
HR Service Center - 620 W. Lexington Street, 3rd Floor  
(410) 706-7600 [P] (410) 706-2004 [F] [www.hr.umarvland.edu](http://www.hr.umarvland.edu)

**Please Complete and Obtain Appropriate Approvals**

**Requesting Department Information**

Department Code:	04303000	School/Adm Dept Name:	Yvette Washington		
Department Contact:	Financial Aid Office	Contact Phone:	4107067347	Fax:	4107060824

**New Contingent Category I Employee Information**

1.	Employee Name:				
2.	Employee ID:			Initial appointment <input type="checkbox"/>	Renewal <input type="checkbox"/>
3.	Effective Start Date:		Projected Weekly Hours-see#10 below	Hourly Rate:	
4.	Job Title (Must be matched to and meet minimum qualifications of a valid UMB title)				Job Code:
5.	Are you employed elsewhere at the University of Maryland, Baltimore?				Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Location of where work will be done:		Is this a Work Study Position?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	Name of USM Campus Where Enrolled:				Number of Credits:
8.	Type of Student:	Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/>			

9.	<b>I understand that UMB students are limited by policy to a total of 20 hours per week for any type of employment regardless of the number of departments for which work is performed. Full-time employment is permitted in the summer when classes are not in session. It is my responsibility to ensure that I do not work more hours than I am permitted.</b>	<b>Initials</b>
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You have accepted a USM Student Contingent Category I appointment with the University of Maryland, Baltimore. Consistent with University policies, the following conditions apply to employees with this Contingent Category I Status:

- Appointees are entitled to be paid in accordance with Student pay scales assigned to the position.
- Appointees are eligible to receive overtime for hours worked in excess of 40 hours a week. Hiring departments are responsible for tracking total hours worked and paying appropriately.
- Worker's Compensation Insurance is provided for job related injuries.
- Appointees are not entitled to the usual employee benefits such as paid holidays, annual leave, personal leave, sick leave, pension plan, health insurance, scheduled salary increments, etc.
- This appointment will not provide priority status for any future hiring purposes. However, the experience acquired during this appointment may be considered.
- The appointment is not regular and may be authorized for a maximum 12 months at any one time. Schedules are variable and there is no guarantee to be scheduled to work. Appointments may be renewed indefinitely on an annual basis.
- Appointees who are later employed in a regular position do not receive retroactive service credit for determining increment date; sick leave earnings, and leave change dates, or any other benefits.
- Time spent does not apply towards completion of a probationary period if appointed to a regular position.
- You will receive an hourly rate and appointments can be terminated at any time.
- Students enrolled at non-USM campus and/or high school students must complete Contingent Category 1 – Non- Exempt Employment Agreement.
- Work permit required for anyone under 18 years of age.

**Employment Information**

Students enrolled at USM Schools are entitled to be FICA exempt by maintaining 6 credit hours for graduate students and 9 credit hours for undergraduate students after the add/drop period. Any student whose credit hours drop below the minimum credits will no longer be FICA exempt. Any student working as a regular employee or while on school breaks of more than 5 weeks is not entitled to be FICA exempt.

**Signatures/Approvals**

We, the undersigned, certify that I have reviewed the above and agree to all terms of this agreement with the University of Maryland, Baltimore in accordance with V - 4.00 (A) - UMB POLICY ON STUDENT EMPLOYMENT. We further understand that this agreement may be terminated at any time.

<b>Student Signature:</b>		Printed Name:		Date:	
<b>Requestor Signature:</b>		Printed Name:		Date:	
<b>Authorized Signature:</b>		Printed Name:		Date:	
<b>HR Signature:</b>		Printed Name:		Date:	



## **STUDENT PROCEDURES FOR CONTINGENT CATEGORY I TEMPORARY/SEASONAL, IF AND WHEN EMPLOYMENT AGREEMENT**

1. Recruitment is not required for a Student Contingent Category I Temporary/Seasonal Employment Agreement (“Agreement”)
2. Student Contingent Category I employment is available for students employees who are eligible for employment at UMB.
3. An Agreement should include:
  - a. Contact information of the Paying Department
  - b. Employee information, including appointment information, start and end dates, hours to be worked, hourly rate, job title and job code
  - c. Confirmation that the employee is not employed elsewhere at the University of Maryland, Baltimore
  - d. Information about the campus in which student is enrolled, including number of credit hours and type of program (graduate or undergraduate).
  - e. Acknowledgment of the accuracy of the statements on the Agreement form
  - f. Signatures of the employee, the requestor, and the authorized signature (head of the academic or administrative department requesting the service of the employee). Human Resource Services will sign forms approved for processing
4. The Student Contingent Category I Temporary/Seasonal If and When Employment Agreement is available at <http://www.hr.umaryland.edu/main/hrforms.htm> .
5. Agreements should be submitted to the HR Service Center for processing
6. HRS will process agreements after a review completeness and accuracy. Agreements may be terminated at any time if there are any unacceptable terms