



AN HONORS UNIVERSITY IN MARYLAND

Department of Human Resources

1000 Hilltop Circle  
Baltimore, Maryland 21250  
PHONE: 410-455-2337  
FAX: 410-455-1064  
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WEB: <http://www.umbc.edu/hr>

UMBC PERSONNEL REQUISITION  
For Contingent I Positions

TO	Department of Human Resources - Employment		
FROM			
REQUISITION	<input type="checkbox"/> Initial Request <input type="checkbox"/> Renewal		
Name of Selected Individual: <i>(Resume/application &amp; Contingent I agreement must be attached)</i>		Salary: \$                      (hourly) \$                      (biweekly)* required for temporary status	
Division/Department:	Job Title:	Position #:	
<p><b>TYPE OF APPOINTMENT:</b></p> <p>If an employee is hired on an <b>“if and when needed”</b> basis, the employee must work <b>less than 20 hours per week</b>. The initial contingent I agreement shall be for one (1) year or less and it may be renewed by executing a new agreement for one year or less.</p> <p>If an employee is hired on a <b>“temporary”</b> basis, the initial agreement will be for a term of <b>six (6) months or less</b>; it may be renewed one time by executing a new contract for six months or less.</p> <p><b>APPOINTMENT INFORMATION</b></p> <p>Category:    <input type="checkbox"/> If and When Needed    <input type="checkbox"/> Temporary    <input type="checkbox"/> Exempt    <input type="checkbox"/> Non-Exempt</p> <p>Length of Appointment: Number of Months _____ From _____ To _____</p> <p>Hours Per Week _____ (“if and when needed” must be less than 20 hours)</p> <p>Summary of Duties:</p> <hr/> <p>Education &amp; Experience Required:</p>  <p>Special Skills Required:</p>  <p>Advertising:</p>			
Requested By:	Contact Person:	Phone:	
Approved By:	HR Approval Signature & Date:		
<b>NOTE: Must have a signed copy approving selection prior to submitting the payroll entry.</b>			



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UMBC CONTINGENT I AGREEMENT
(If and When Needed or Temporary)

This [ ] initiates [ ] renews the Contingent I agreement with the University of Maryland, Baltimore County and \_\_\_\_\_. The effective date of this agreement is \_\_\_\_\_ and will expire on \_\_\_\_\_. This agreement allows the employee to work [ ] less than 20 hours per week or [ ] more than 20 hours per week.

The employee is employed on an [ ] "if and when needed basis" at an hourly rate of \$ \_\_\_\_\_ or [ ] temporary basis at a biweekly rate of \$ \_\_\_\_\_ (which equals \$ \_\_\_\_\_ per hour).

\* biweekly rate is required for temporary status employees

TERMS AND CONDITIONS OF THE CONTINGENT I AGREEMENT ARE AS FOLLOWS:

- 1. This agreement can be terminated at any time.
2. The employee may be paid on an hourly basis.
3. Source funds generally will be labor and assistance.
4. Because of the nature of the "if and when needed" status, work schedules may be variable. Individuals are not guaranteed to be scheduled to work.
5. Individuals appointed on an "if and when needed basis" or temporary basis are ineligible to receive benefits.
6. Employees who are on a Contingent I basis will be eligible to receive salary adjustments.

This embodies the entire agreement of the parties. There are no terms, conditions, or obligations other than those that are contained herein.

Table with 2 columns: Signature/Department/HR and Date. Rows for Employee Signature, Department Signature, and HR Signature.