



CONTINGENT I CONTRACT

TO:		If a newhire or rehire, did this contingent I recruitment go through PageUp? Yes No If yes, please attach a copy of the ad/posting	
FROM:			
REQUEST TYPE:	Initial Request Renewal		
<i>Resume/application must be submitted for all initial requests</i>			
Name of the Selected Individual:		Empl ID:	
Department:	Job Title:	Position #:	
TYPE OF APPOINTMENT:	Pay Rate: \$	Hourly	Stipend Other
<ul style="list-style-type: none"> If an employee is hired on an "if and when needed" basis, the employee must work less than 20 hours per week. 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. If an employee is hired on a "temporary" basis, the employee must work 20 hours or more. The initial agreement will be for a term of six (6) months or less; it may be renewed one time by executing a new contract for six months or less. 			
APPOINTMENT INFORMATION:	If and When Needed	Temporary	Nonexempt (Includes General Asst & General Assoc) Exempt
Length of Appointment:			
Number of Months	Begin Date	End Date	Hours Per Week
SUMMARY OF DUTIES:			
Education/Experience/Special Skills Required:			

BACKGROUND CHECK INFORMATION - If a check is necessary, the process may cause a delay in the approval process

These questions are designed to aid in determining whether a background check will be required. Financial responsibilities would include issuance/use of a P-Card or T-Card, being a payroll preparer or approver, accounting, cash handling or any other tasks allowing access to moving monetary funds that could result in any sort of theft, embezzlement, etc. View access to financial data is not considered a financial responsibility. Youth programs generally refer to non-UMBC students—it is understood that some UMBC students may be under 18. This most often comes into play for positions that require the incumbent to enter schools or the position being a part of a youth program that is run by the department or UMBC. You may enter a comment in the space below to provide further information regarding your selection, or to indicate another reason for a background check.

1. Does this position have financial responsibilities (ie. P-Card, Budget, Payroll, Cash/Fund Handling, etc.)? Yes No
If Yes, a commercial background check is required through the Human Resources Department.

2. Does this position have interaction with youth/minors or a part of a youth program run by the department or UMBC? Yes No
If Yes, a fingerprint check (scan) is required. The department must work with the candidate in obtaining a fingerprint check. A fingerprint check may be performed at a licensed vendor with a scanner such as the campus' police department.
If "Yes" has been answered to questions #1 AND #2, only a fingerprint check (scan) is required.

3. If a fingerprint check (scan) is required, has the candidate received one? Yes No
If yes, has clearance been received? Yes No **(contract approval will be delayed until notification of clearance is sent by the department to Human Resources)**

4. If a commercial background check is required through Human Resources, but has not been initiated, please provide the candidate's email address in the space below so an authorization release for a background check may be emailed.

NEPOTISM. In accordance with the University System of Maryland (USM) [Policy VII - 2.10 – POLICY ON EMPLOYMENT OF MEMBERS OF THE SAME FAMILY \(NEPOTISM\)](#), members of the same family are eligible for employment in the USM/UMBC. However, a supervisor-subordinate relationship shall not exist between family members nor shall one member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion.

Individuals may review the policy via <https://www.usmd.edu/regents/bylaws/SectionVII/VII210.pdf>. The policy applies to all UMBC staff and faculty.

Definitions of Family Members

“Family member” means:

1. The employee’s spouse, children or step-children;
2. A parent of the employee or the employee’s spouse;
3. A brother or sister of the employee or the employee’s spouse;
4. Grandparents or grandchildren of employee or the employee’s spouse;
5. Aunts and uncles of the employee or the employee’s spouse;
6. Nephews and nieces of the employee or the employee’s spouse; and
7. Sons-in-law and daughters-in-law of the employee or the employee’s spouse.

Do you have any family members/relatives that currently work at UMBC? Yes No Not Sure

If you answered "yes" to having family members/relatives currently working at UMBC, please list their name(s) in the section provided on the next page. If possible, please include the relationship, title and department. The family relationship will be reviewed to determine if a supervisor-subordinate relationship or potential conflict of interest would be created.

Name	Relationship	Title	Department
Will the candidate report to or have a working relationship with the family member/relative?			Yes No

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

1. The safety of our employees, students and surrounding communities is a top priority. As a part of this commitment, you are encouraged to be fully vaccinated against COVID. Please visit <https://covid19.umbc.edu/reporting-vaccination/> for vaccine reporting information.
2. This agreement can be terminated at any time.
3. The employee may be paid on an hourly basis.
4. Source funds generally will be labor and assistance.
5. Due to the nature of the "if and when needed" status, work schedules may be variable. Individuals are not guaranteed to be scheduled to work.
6. Individuals appointed on an "if and when needed basis" or temporary basis are ineligible to receive benefits. Under the Affordable Care Act (ACA), contractual employees working 30 or more hours per week or 130 hours per month are eligible for subsidized medical and prescription drug coverage through the State of Maryland's health benefit program. Upon enrollment, the employee will be responsible for paying 25% of the premiums; the State of Maryland will subsidized the remaining 75%for Medical and/or Prescription coverage. If an employee elects to enroll in dental, accidental death and dismemberment, life insurance, and/or long-term care insurance, the employee will be responsible for the full premium for these benefits.
7. Employees who are on a Contingent I basis may be eligible to receive salary adjustments.

ADDITIONAL TERMS AND CONDITIONS:

The terms and conditions embody the entire agreement of the parties. There are no terms, conditions or obligations other than those that are contained therein.

	Employee's Signature		Date
Contact Person's Name	_____	Phone	Date
	Contact Person's Signature		
Department Approver's Name	_____	Phone	Date
	Department Signature		
Human Resources Approver	_____	Phone	Date
	Human Resources Approver's Signature		