

ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: College of Agriculture and Natural Resources

Subject: Contingent I & II Contracts – Hire Date

Effective Date: October 1, 1999; Updated: September 1, 2015

A. Purpose

Establish a start date on all Contingent I & II contracts within the College. The time frame will allow for the appropriate approvals, health benefits setup (if appropriate), and setup of the employee in the payroll system for a more timely receipt of their first paycheck.

B. Procedure

Contingent I. A request to hire an individual on a Contingent I (if & when needed) contract must be submitted to the Dean or Associate Dean (via Administrative Services) in writing for approval. If someone is identified, include the job description and the candidate's resume which verifies the candidate's ability to do the job and justification if the hourly rate is above the minimum.

Contingent II. A request to hire an individual on a Contingent II contract must follow the eTERP hiring process.

Upon receipt of approval, the Department/Regional Office must follow the University System of Maryland (UMS) Policy on Contingent Employment for Non-Exempt and Exempt Employees, Policy Numbers VII-1.40 and VII-1.40(A).

After the candidate selection has been completed, position offered and accepted, all appropriate paperwork (such as contract, resume, I-9, withholding forms, above base request and other forms which may be required) must be submitted to the AGNR Administrative Services office. The Department/Regional Office will initiate the contract.

The employment start date is to be **no earlier than three weeks** after the signing of the contract by the prospective employee. The start date may be later than the three-week period. Upon acceptance by the respective employee, the contract will be forwarded on a timely basis for the appropriate signatures. *Any contract with an employment start date less than three weeks from the date of the employee's signature will be changed to reflect a start date no sooner than three weeks later.*

Effective March 1, 2015, all University of Maryland Extension (UME) field employees must complete a Criminal Justice Information System background check. The effective date of the contract cannot be earlier than the approved background check approval notification date. Notification from CJIS may take up to 10 days after the process is initiated.

NOTE: A receipt is not proof that a background check is approved.

C. Contact

AGNR Fiscal Office