

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**

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

A request to hire an individual on a Contingent I (if & when) or Contingent II contract must be submitted to the Dean or Associate Dean in writing for their approval. Upon receipt of approval, the Department/Regional Office must follow the University System of Maryland policy number VII – 1.40 UMS Policy on Contingent Employment for Non-Exempt and Exempt Employees. A proper Search and Screening process must be completed for Contingent II Contracts. After candidate selection has been completed, position offered and accepted all appropriate paperwork must be returned to the AGNR Human Resources Office. The Department/Regional Office will initiate the contract. The offering of benefits and leave accruals is outlined by the UMS policy stated above.

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 depending upon financial resource availability. 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 employees signature will be returned to the Department/Regional Office, thereby extending the start date to three weeks after the adjustment date.

C. Contact

AGNR Fiscal Office