

**UNIVERSITY OF MARYLAND BALTIMORE COUNTY**  
**PERSONAL SERVICES CONTRACT**

This  *New*  *Renew* contract between the University of Maryland, Baltimore County (UMBC, employer) and \_\_\_\_\_ (employee name) is intended to establish an employer-employee relationship between the two parties. The employee is not a University non-exempt or exempt Staff employee. All of the rights and privileges available to the employee are governed solely by the provisions of this contract. The term of this contract is from \_\_\_\_\_ to \_\_\_\_\_.

The incumbent is employed in a Contractual status as a \_\_\_\_\_ in the \_\_\_\_\_ Department. The general responsibilities assigned to the employee are described in the **ATTACHED JOB DESCRIPTION**. UMBC may unilaterally alter the services required under this contract if the alterations are within the general scope of the duties covered in the attached job description. The employee will be paid \$\_\_\_\_\_ per \_\_\_\_\_. The employee's workweek will be \_\_\_\_\_ hours per week. Any hours in excess of 40 hours per week are subject to the overtime provision for non-exempt employees where applicable.

Other benefits may be provided as specified in the addendum to this contract. The employee may elect to participate in the UMBC group health programs at their own expense (must elect coverage within 60 days after employment).

This contract may be cancelled by either party by giving the other party \_\_\_\_\_ working days notice, in writing.

This contract, and any attached addenda, embodies the entire agreement of the parties. There are no terms, conditions or obligations other than those that are contained herein or that are incorporated by reference or addendum.

Employee Signature	Date
Immediate Supervisor	Date
Department Head/Chairperson	Date
Department of Human Resources	Date