



AN HONORS UNIVERSITY IN MARYLAND

Department of Human Resources

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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> <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>			