



**UMB STUDENT ONLY**  
**HOURLY STUDENT – EMPL CLASS 14W and 16W**  
**Temporary Student Employment Agreement**

**MUST BE ENROLLED AT UMB TO PARTICIPATE IN FWS EMPLOYMENT**

Please return completed contract with employment application and work-study required documents to:

**Federal Work-Study Contracts:** *University Student Financial Assistance and Enrollment Services, 601 W. Lombard Street, Suite 221*

**Under the COVID-19 interim policy,** please submit employment documents electronically for review to [fws@umaryland.edu](mailto:fws@umaryland.edu).

**CONTRACT MUST BE APPROVED BEFORE WORK CAN BEGIN**

Purpose of Student Employment Contract:      **Initial Hire**       **Contract Extension**       **Contract Amendment**

Select: **Federal Work-Study**

Requesting Department Information			
Department Code:	04303000	School/Adm Dept Name:	University Student Financial Assistance/ Enrollment Services
Department Contact:	Office of Student Employment	Contact Phone:	410-706-6135

Student Employee Information			
<b>Student Name:</b>		<b>Employee ID:</b>	
<b>Student Job Title:</b>		<b>Student Job Code:</b>	
		<b>Building Code:</b>	8881

Name of University System of Maryland (USM) Campus Enrolled: \_\_\_\_\_

Degree / Program Enrolled: \_\_\_\_\_ Projected Graduation Date: \_\_\_\_\_

Type of Student: Graduate/Professional  Undergraduate  \*Number of Credits & Semester (current semester enrollment): \_\_\_\_\_

*\*FICA exemption subject to enrollment in 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.*

Foreign National on a VISA? Yes  No  \*If yes, type of VISA? \_\_\_\_\_

*\*See page 2, Conditions of Employment, for Work Hour Limitations*

Employee 18 years of age or older? Yes  No  If no, please contact the Office of Academic Affairs (410-706-1850).

**Department Section: Please Do not Fill In Shaded Area:**

**Contract Start Date** (Initial Hire start date must coincide with a Pay Period start date): \_\_\_\_\_ **Contract End Date** (end of academic year, or student's graduation date – whichever occurs first) \_\_\_\_\_

\*Average Hours Per Week: \_\_\_\_\_ FTE (actual or closest estimate): \_\_\_\_\_ % \_\_\_\_\_ FWS Hourly Rate: \$ \_\_\_\_\_

Funding Source (mark all that apply): State  Grant  Revolving  Other

**Concurrent Employment within the University of Maryland, Baltimore.**  
*The employee shall notify the employer of concurrent employment within other UMB departments.*

**As of today's date I am also employed within another UMB department:** Yes:  / No:  **Employee Initials:** \_\_\_\_\_  
 If Yes, please list the UMB Departments below and initial here: \_\_\_\_\_

Department \_\_\_\_\_ Hours/week \_\_\_\_\_ Employment Status\* \_\_\_\_\_ Contract begin: \_\_/\_\_/\_\_ Contract end: \_\_/\_\_/\_\_

Department \_\_\_\_\_ Hours/week \_\_\_\_\_ Employment Status\* \_\_\_\_\_ Contract begin: \_\_/\_\_/\_\_ Contract end: \_\_/\_\_/\_\_

\* C = staff/student contractual; R = regular staff f/t or p/t; F = regular faculty; AF = adjunct faculty; P = post doc; G = Graduate Assistant (GA, GRA, GTA, etc.)

**Dual Employment within the University Systems of Maryland or other Maryland State Agencies.**  
*The employee shall notify the employer of dual employment within other USM Institutions and/or MD State Agencies.*

**As of today's date I am also employed within another USM Institution or MD State Agency:** Yes:  / No:  **Employee Initials:** \_\_\_\_\_  
 If Yes, please list the USM Institutions and/or MD State Agencies below and initial here: \_\_\_\_\_

Employer \_\_\_\_\_ Hours/week \_\_\_\_\_ Employment Status\* \_\_\_\_\_ Contract begin: \_\_/\_\_/\_\_ Contract end: \_\_/\_\_/\_\_

Employer \_\_\_\_\_ Hours/week \_\_\_\_\_ Employment Status\* \_\_\_\_\_ Contract begin: \_\_/\_\_/\_\_ Contract end: \_\_/\_\_/\_\_

\* C = staff/student contractual; R = regular staff f/t or p/t; F = regular faculty; AF = adjunct faculty; P = post doc; G = Graduate Assistant (GA, GRA, GTA, etc.)

**Student Employee Certification & Signature**

I understand that UMB students may be limited to 20 hours per week (page 2, *Conditions of Employment*) when classes are in session for any type of employment regardless of the number of departments for which work is performed. It is my responsibility to ensure that I do not work more hours than I am permitted.

**UMB Student ID:** \_\_\_\_\_  
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**Student Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We, the undersigned, certify that I have reviewed the above and agree to all terms of this agreement with the University of Maryland, Baltimore in accordance with V - 4.00 (A) - UMB POLICY ON STUDENT EMPLOYMENT. We further understand that this agreement may be terminated at any time.

**Student Employment Office Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PROCEDURES FOR USM STUDENT ONLY TEMPORARY STUDENT EMPLOYMENT AGREEMENT

1. Recruitment is not required for a Temporary USM Student Employment Agreement (“Agreement”).
2. Student employment is available for USM Students who are eligible for employment at UMB. Following Conditions apply:
  - a. A work permit is required if the USM Student is under 18 years of age and departments must to adhere to the employment of minor laws.
  - b. Students enrolled in non-USM campus and/or high school students must complete Non-Exempt – Contingent Category I Employment agreement. These students will not be held to the work hour limitations policy and will adhere to any employment of minor laws.
  - c. Students enrolled at USM Schools are entitled to a FICA exemption by maintaining 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.
    - i. Any student whose credit hours drop below the minimum credits will no longer be FICA exempt and should be hired using the Non-Exempt Staff Contingent Category I Temporary Employment Agreement.
    - ii. Any student working as a regular employee or while on school breaks of more than 5 weeks is not entitled to be FICA exempt.
  - d. Upon their graduation date, students should no longer be employed under the Temporary Student Employment Agreement. If the department intends to continue the employment arrangement, the graduating student must be converted to another employment category (e.g. 31T).
3. **Conditions of Employment:** Consistent with University policies, the following conditions apply:
  - a. Appointees are entitled to be paid an hourly rate in accordance with Student pay scales assigned to the position. The appointment is not regular. Schedules are variable and there is no guarantee to be scheduled to work. Appointments may be renewed each Academic year or terminated at any time.
  - b. Appointees are eligible to receive overtime for hours worked in excess of 40 hours a week. Hiring departments are responsible for tracking total hours worked and paying appropriately.
  - c. Work Hour Limitations:
    - i. **Federal Work-Study Students:** Work-study students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period. \*Guidance regarding Summer maximum hours will be shared in FWS Orientation\*
    - ii. **Non-Work-Study Students:** Students that are not receiving federal work-study funds should not exceed 20 hours of work per week while the university is in session. However, students in this classification may on occasion work up to a maximum of 29 hours total per week between two jobs (on campus or other state agency) with pre-approval by the employing department and the Office of Student Employment. If the student is expected to regularly work more than 20 hours per week while the university is in session, the employing department would need to complete a C1 contract (EMPL 31T).
    - iii. **Special Instructions for International Students:** International students on F-1 and J-1 student visas sponsored by UMB are authorized to work up to 20 hours per week while the university is in session. J-1 students are required to obtain written authorization for on-campus employment from Office of International Services (OIS). Employment up to 29 hours total per week between two jobs (on campus or other state agency) is permitted during holidays and breaks. Due to the various academic calendars across the institution, students are advised to contact OIS to determine authorized dates before exceeding 20 hours per week. F-1 and J-1 students under the visa sponsorship of other universities or program sponsors must consult their Designated School Official or Alternate Responsible Officer to obtain authorization to work at UMB.
    - iv. **Dual/Concurrent Employment:** In the event that a student is employed with another USM institution or State Agency (dual employment) or with another UMB department (concurrent employment) the student’s work hours should be limited to 20 hours per week total between both positions. \*Non-work study student employees may work up to 29 hours during the **winter/summer break** on a concurrent contract.\*
  - d. Worker’s Compensation Insurance is provided for job related injuries. Appointees are not entitled to the usual employee benefits such as paid holidays, annual leave, personal leave, sick leave, pension plan, scheduled salary increments, etc.
  - e. This appointment will not provide priority status for any future hiring purposes. However, the experience acquired during this appointment may be considered. Time spent does not apply towards completion of a probationary period if appointed to a regular position. Appointees who are later employed in a regular position do not receive retroactive service credit for determining increment date; sick leave earnings, and leave change dates, or any other benefits.
4. Signatures of the employee and the authorized signature (head of the academic or administrative department requesting the service of the employee) are required.
5. The Office of Student Employment will review/approve Federal Work-Study Student Employment Agreements. **The contract must be approved before work can begin.**

**To All Contractual Employees Who Work 30 Hours or More Per Week:**

The Affordable Care Act is a federal law that requires most people over the age of 18 to have **health and prescription drug insurance** or else face IRS tax penalties. If you have health and prescription coverage under another plan, and/or are declining coverage from the University of Maryland, Baltimore for any reason please complete a [State of Maryland Declination of Coverage Form](#). If you currently do not have health and prescription drug coverage, you may be eligible to participate in the plans offered by the State as detailed below. If you are not eligible to participate, you can obtain coverage through the Maryland Health Exchange.

**Health and Prescription Drug Coverage**

The State of Maryland will offer subsidized health and prescription drug benefit coverage for contractual employees (and their dependents) who have a current employment contract and are scheduled to regularly work 30 or more hours a week (or an average 130 hours per month or faculty teaching 9 credits or more a semester). The employee will be responsible for paying 25% of the premiums for medical and prescription coverage for themselves and any eligible dependents enrolled. The State of Maryland will subsidize the remaining 75% of the benefit premiums for these benefits. Monthly direct pay billing from DBM will reflect the remaining 25%. Contingent II employees may be eligible for additional assistance from their department.

**Other Benefit Coverage**

Contractual Contingent I and Contingent II employees who have a current employment contract and work 30 or more hours a week (or an average of 130 hours per month or faculty teaching 9 credits or more a semester) may also elect to enroll in dental coverage, life insurance and accidental death and dismemberment insurance, but will be responsible to pay the full premium for these benefits.

**Contractual Contingent I and Contingent II Employees Working Less than 30 Hours per Week**

If you are a contractual Contingent I or Contingent II employee working less than 30 hours per week (or less than an average of 130 hours per month), you may participate in the State of Maryland Benefit Plans at the full premium amount (no State subsidy).

**Contractual Contingent I and Contingent II Employee Enrollments**

If you are newly eligible for State subsidized healthcare, please visit the [Benefits website](#) to view all of the highlights of the benefits available and instruction on how to enroll. Benefits for all contractual employees are post tax. Please contact the Benefits Office if you have further questions – [HRBenefits@umaryland.edu](mailto:HRBenefits@umaryland.edu).

**I acknowledge that I have received and read this notice regarding my benefits.**

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date