

**COPPIN STATE UNIVERSITY
STUDENT EMPLOYMENT CONTRACT**

This student contract ("Contract") is made this ____ day of _____ by and between Coppin State University ("CSU"), a constituent institution within the University of Maryland System ("UMS"), an agency of the State of Maryland and _____ ("Student"), (SSN) _____. In consideration of the mutual promises and agreements set forth in this contract, CSU and the Student agree as follows:

1. APPOINTMENT: POSITION

- a. The Student is employed to perform the duties assigned by his/her supervisor, including but not necessarily limited to:

- b. This Contract will be in effect from _____ to _____. Student contractual employment beyond the latter date will require a new Student Employment Contract.
- c. The position title and equivalent employment category stated above are assigned to the Student solely for administrative purposes. The Student is not appointed to the classified staff, associate staff or administrative staff personnel of the University System. Employment policies and benefits or employment relating to the classified, associate staff and administrative staff personnel of the University System are not relevant to the Student unless otherwise specifically provided in the Contract, required by law, or specified in CSU policies.
- d. The Student will not have any priority status with respect to other or future CSU, University System, or State of Maryland employment.
- e. If the Student should be hired in a position having permanent status, the period of employment pursuant to this Contract will not be considered in determining increment dates, sick leave earnings, annual leave earnings, leave change dates, completion of probation, or any other benefits.

2. RATE of PAY

- a. The Student's rate of pay is \$ _____ per hour, payable biweekly or at any other interval established by CSU as the regular pay period for students. The rate of pay will not be increased while this Contract is in effect.
- b. The standard workweek for the Student's position is _____, _____ hours per day. (Ex.: Monday through Friday, 3.0 hours per day)

3. BENEFITS

Maryland and Federal Income Tax Withholdings as required by Student's Form W-4.

4. CONDITIONS of EMPLOYMENT

- a. The Student is subject to all applicable rules, policies and procedures of the Student's department or administrative unit, CSU, UMS and the State of Maryland. The terms of this Contract and Board of Regent's policies with respect to students shall prevail over any conflicting policies and procedures issued by any component of the University System.
- b. If the Student does not satisfy the following special conditions, CSU may cancel this Contract immediately.

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5. TERMINATION of CONTRACT

- a. Either party may terminate this Contract by giving _____ calendar days prior written notice to the other party.
- b. CSU may terminate this Contract immediately in the event of a breach of this Contract or any condition of employment by the Student.
- c. Notice of termination from CSU to the Student shall be deemed received by the Student upon delivery to the Student's work place. Notice of termination from the Student to CSU shall be deemed received by CSU upon delivery to the Office of the Student's direct supervisor.

6. DISPUTES

- a. Except as provided in paragraph 6.b, the Student may not use formal CSU or USM grievance policies and procedures to dispute or question any action of CSU or any of its personnel with respect to the Student's employment by CSU. Any dispute between the Student and CSU shall be referred to the Student's direct supervisor for resolution. In the event that no resolution is reached, the President or President's designee, whose decision shall be final and binding upon the Student and CSU, shall resolve the dispute.
- b. A Student may file a complaint of sexual harassment pursuant to the Coppin State University Policy Prohibiting Sexual Harassment and Procedures for Filing Complaints for Sexual Harassment. Copies of these complaint procedures are available in the Office of Student Life.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed on their behalf by the undersigned as of the date first show.

Recommended by Supervisor

Signature

Date

President's Designee and Appointing Authority, CSU

Signature

Date

Student

Signature

Date