

Salaried Temporary/Adjunct Faculty Employment Contract

Name: _____ PRN: _____

Address: _____

You are hereby notified that you shall be employed during the University's
_____ fiscal year in the capacity(ies) indicated below.

Nature of Contract(s):

Academic Assignment(s)					
Position Title	Course Name/Details	Start Date	End Date	Amount	Budget Information
Additional specific terms (if necessary):					

Administrative Assignment(s)					
Position Title	Start Date	End Date	Est. Avg. Weekly Hours	Amount	Budget Information
Additional specific terms (if necessary):					

Manager's Name (Please print or type): _____

Dept. Head Signature (\$0 - \$2,499) Date

Dean/Senior Administrator (\$1,000 - \$4,999) Date

President (or designee) (over \$4,999) Date

By my signature, I hereby accept the terms and conditions noted above and on the Appendix on the reverse side of this page.

Employee Signature Date

Direct Studies Contract: Course name: _____

Student: _____ Semester: _____

Salary: _____ Account: _____

Direct Studies Contract: Course name: _____

Student: _____ Semester: _____

Salary: _____ Account: _____

Direct Studies Contract: Course name: _____

Student: _____ Semester: _____

Salary: _____ Account: _____

You will prepare the Directed Studies Contract, meet regularly with the student, review and evaluate academic progress, and submit a grade to the Registrar's Office. Your salary will be paid in full upon completion of the course and a receipt of a grade in the Registrar's Office.

APPENDIX

Academic Contracts

The following terms and conditions of employment apply to employees on Academic, Overload, or Directed Studies contract(s).

In your employment, you agree to be responsible for the usual and customary academic duties and those additional activities that may be assigned to you by the person to whom you report. The University reserves to itself the right to make such reasonable changes of assignment as are deemed to be in the best interest of the Institution.

It is mutually agreed that the acceptance of this contract will bind you and the University until the close of the stated contract period, subject, of course, to termination pursuant to the rules of the University. This contract is governed by applicable state and federal law, represents, with the inclusion of the applicable rules of the University and the Faculty and Personnel Handbooks, the entire agreement between the parties. Except to the extent expressly contradicted by the Faculty or Personnel Handbook, the terms of this contract apply. Nothing in this paragraph limits the University's right to change the applicable provisions of the Faculty and Personnel Handbooks or rules of the University from time to time, during the term of this contract and this contract will be governed by such changes. The parties agree that the University may reduce the employee's salary during the term of this contract, by no more than 5% of your salary, but only as part of an overall cost reduction program as approved by the Board of Trustees.

This agreement shall not take effect until it is approved by the President (or designee) of the University, signed by the Appointing Officer, signed by you, and returned to the University's Associate Vice President of Human Resources.

Payments under this contract will be made semi-monthly over the term of the contract unless other arrangements are made in written form.

Administrative/Professional Contracts

The following terms and conditions of employment apply to employees on Administrative/Professional contracts:

In your employment, you agree to be responsible for the scope of activities outlined in your job description(s) and those additional activities that may be assigned to you by the person to whom you report. The University reserves the right to make such reasonable changes of assignment as are deemed to be in the best interest of the Institution. This contract is governed by applicable state and federal law, represents, with the inclusion of the applicable rules of the University and the Personnel Handbook, the entire agreement between the parties. Except to the extent expressly contradicted by the Personnel Handbook, the terms of this contract apply. Nothing in this paragraph limits the University's right to change the applicable provisions of the Personnel Handbooks or rules of the University from time to time, during the term of this contract and this contract will be governed by such changes. The parties agree that the University may reduce the employee's salary during the term of this contract, by no more than 5% of your salary, but only as part of an overall cost reduction program as approved by the Board of Trustees.

This administrative appointment may be terminated by two weeks' notice given by either party or by mutual agreement at any time.

Payments under this contract will be made semi-monthly over the term of the contract unless other arrangements are made in written form.

This agreement shall not take legal effect until it is approved by the President of the University and accepted by you.

FOR ATHLETICS PROGRAM PERSONNEL: Violation of NCAA or other conference rules is prohibited, and may result in disciplinary action, up to and including termination of employment.

All Contracts

This employment agreement recognizes that all persons hired by the University of New England may be assigned or reassigned to any campus as may be necessary.

Employee Initials

Annual Training Requirements

Please check the box next to each training that will be required for this position in addition to the nine required trainings for all employees: Code of Conduct, Cyber Security Awareness, Ergonomic, FERPA, Fire Safety, Sexual Harassment, Red Flag (identity theft protection), Title IX, Active Shooter. If no other trainings are required, please check the box at the bottom of the list.

If you have any training requirement questions, please contact Environmental Health and Safety (EH&S) at ext 2488 or Human Resources at extension 4256.

☐ No position specific training required beyond the 9 highlighted required training.

Required Online Trainings	
<input checked="" type="checkbox"/> Active Shooter	<input checked="" type="checkbox"/> Fire Safety
<input checked="" type="checkbox"/> Code of Conduct	<input checked="" type="checkbox"/> Sexual Harassment
<input checked="" type="checkbox"/> Cyber Security Awareness	<input checked="" type="checkbox"/> Red Flag (Identity Theft Protection)
<input checked="" type="checkbox"/> Ergonomic (VDT & Lifting)	<input checked="" type="checkbox"/> Title IX
<input checked="" type="checkbox"/> FERPA	

Position Specific Online Trainings (check all that apply)	
<input type="checkbox"/> Animal Contact	<input type="checkbox"/> Laboratory Safety
<input type="checkbox"/> Blood borne Pathogens	<input type="checkbox"/> Oil Spill Prevention & Lock Out/Tag Out
<input type="checkbox"/> Formaldehyde	<input type="checkbox"/> Personal Protection Equipment
<input type="checkbox"/> Hazardous Communication	<input type="checkbox"/> Radiation Safety
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Research Compliance
<input type="checkbox"/> HIPAA	<input type="checkbox"/> Universal Waste

Position Specific Classroom Trainings (check all that apply)	
<input type="checkbox"/> Asbestos Awareness	<input type="checkbox"/> IATA (Air Shipping Dangerous Goods)
<input type="checkbox"/> BBP Spill Kit	<input type="checkbox"/> Laser Training
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Machine Guarding
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Radiation Safety Officer
<input type="checkbox"/> Fall Protection	
<input type="checkbox"/> Human Subject Research	

Other Position Specific Requirements (check all that apply)	
<input type="checkbox"/> Aerial Lift Truck Training	<input type="checkbox"/> Golf Cart
<input type="checkbox"/> Audiograms	<input type="checkbox"/> Hep B (must include Blood Borne Pathogens)
<input type="checkbox"/> CPR	<input type="checkbox"/> Ladder Safety
<input type="checkbox"/> Driver Certifications (DOT)	<input type="checkbox"/> Occupational Health & Safety Program
<input type="checkbox"/> First Aid	<input type="checkbox"/> Boat Safety
<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Other: