

CONTRACT FOR ADMINISTRATIVE (UNCLASSIFIED) STAFF EMPLOYMENT

This agreement ("Agreement") is made and entered into by and between Bowling Green State University of Bowling Green, Ohio ("University"), and _____ ("Appointee").

TERMS OF EMPLOYMENT

1. Position Title/Department _____ / _____
2. Type of Employment:
 - a. Monthly Hourly
 - b. Full-time, 12 month, 10 month, 9 month, 217/day or Part-time _____ %
 - c. Regular position funded by the University (appointment is for the time specified under Period of Employment and subject to renewal or non-renewal annually according to the provisions of contract continuance/termination/ release in the Administrative Staff Handbook).
 - Temporary position funded by the University (appointment is for the time specified under Period of Employment and not subject to renewal).
 - Position funded wholly or in part by grant/external funds (appointment is for the time specified under Period of Employment and subject to the provisions of the policy for administrative staff in grant or externally funded positions in the Administrative Staff Handbook).
3. Period of Employment: Fiscal Year Other Contract dates _____
 By consent of the parties, this Agreement may be extended for an additional Period of Employment or additional Periods of Employment under the terms of an appointment letter from an authorized University representative to the Appointee.
4. Compensation:
 - a. Please complete one based on the type of employment indicated above:
 - i. Hourly Rate: Hourly Rate for period designated above \$_____.
 - ii. Monthly Rate; Prorated from Fiscal Year rate of \$_____.
 First payment date:_____. Subsequent payments based on the pay schedule.
 - b. Fringe and Related Benefits. In addition to the annual salary paid to Appointee hereunder, the University shall provide Appointee fringe benefits as summarized on the OHR website according to the Appointee's type of employment and shall provide adequate notice of any changes in these benefits.
 1 Before taxes, authorized deductions/reductions

CONDITIONS OF EMPLOYMENT

5. Obligations of the Appointee: In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title, and/or as may be assigned or changed, to the satisfaction of the Appointee's immediate supervisor. It is the responsibility of the officer(s) signing for the University to verify whether or not the Appointee's performance is in accord with prevailing University standards and practices.
6. Incorporation by Reference: This Agreement is entered into by the Appointee and the University and is subject to the established and existing provisions under the Constitution and the Revised Code of Ohio, the Administrative Staff Handbook, and other regulations of the State of Ohio and the Board of Trustees of the University, as the same may be amended or modified from time to time.
7. Rights of the University:
 - a. This contract is contingent upon the University's availability of funds. In the case of employees whose positions are paid wholly or in part by grant/external funds, employment is contingent upon the availability of said grant funds.
 - b. This contract is predicated upon substantive representations regarding education, experience and general background which, if subsequently determines to be false, will cause this contract to be voidable at the University's election.
 - c. Employment is contingent upon verification of employability on I-9 Form within three days of date of hire.
8. Assignment of Rights
 The Appointee agrees to assign and does hereby assign to the University all right, title, and interest in any inventions or other intellectual property resulting from any activity conducted in whole or in part in the course and scope of employment at Bowling Green State University, (BGSU) or from any activity conducted in whole or in part with funding, equipment, or infrastructure of BGSU; the title to which shall be the sole and exclusive property of BGSU.
9. Return of the Contract: The signed original and one signed copy of this contract shall be returned to the contracting officer by _____ or within two weeks of date of receipt.
 (Date)

BOWLING GREEN STATE UNIVERSITY

Signature of Appointee _____ BY _____

_____ Date _____ Date

BGSU EMPL ID# _____ BY _____

HR Dept# _____ Position # _____
 _____ Date

	\$	%		\$	%
Fund/Dept/Account	Amount	Time	Fund/Dept/Account	Amount	Time