

**BOWLING GREEN STATE UNIVERSITY
NON-CONTINUING APPOINTMENT CONTRACT**

Employee Name _____	BGSU ID# _____
Job Title _____	Department Name _____
Has this individual previously worked or currently working for BGSU? Yes No	
Supervisor Name _____	I-9 Completed Yes
Employment Dates: (Not to exceed one year)	FTE* _____
Beginning Date: _____	*Not to exceed 24 hours per week or .06 FTE
Ending Date: _____	Work Schedule: Days: _____
Compensation will be paid on a bi-weekly basis.	Hours: _____
Funding: Fund/Dept. # _____	Compensation rate is: _____ per hour for a total of
Fund/Project ID _____	\$ _____ for project

I am pleased to offer you a non-continuing appointment at Bowling Green State University. A description of your duties and responsibilities is attached. Under this agreement, it is understood that you will render temporary service during your period of employment and are not eligible to receive increases applicable to faculty, administrative, or classified staff. The University will compensate you on a bi-weekly basis under the terms stated above.

Appointees are considered guest employees of the University and shall adhere to all University policies and procedures relating to employment. This agreement may be terminated by either party at any time upon notice by one party to the other. The University shall have the right to terminate your services at any time for any reason including, but not limited to for cause, unsatisfactory performance, lack of funds, reorganization, or elimination of the position. Compensation under this appointment shall continue to the termination date or last date you worked. This appointment cannot exceed one year. The University will provide appointees with Worker's Compensation coverage, unemployment, and membership in the OPERS retirement system. Appointees will not accrue any leave time (sick, vacation, personal) while on this contract, nor can you utilize any previously accrued leave time.

This agreement and the services rendered hereunder are subject to the provisions of the Constitution and the Revised Code of Ohio, of the official regulations of the Board of Trustees of the University, and the policies and procedures of the University as they may from time to time be amended. Any specific provision found to be contrary to the Constitution or Laws of the State of Ohio is to be considered void without invalidating other provisions of this appointment.

To accept this appointment, you must sign the acceptance line at the end of this contract. Work cannot be performed under any circumstances without an approved executed contract. The terms of this agreement may not be modified or altered by any oral statements or representations.

Approvals (Appropriate signature authority for area/department)

_____	_____	_____
PI (if applicable)	Title	Date
_____	_____	_____
Initiator	Title	Date
_____	_____	_____
Contracting Officer	Title	Date
_____	_____	_____
Budget Director (VP area) (Fin & Admin)	Title	Date
_____	_____	_____
Vice President/President of Appointee	Title	Date

I accept this appointment: _____
Appointee
Date

Process for Hiring an Individual on a Non-Continuing Appointment at BGSU

The following instructions describe the process a hiring department would follow to request the employment of an individual on a Non-Continuing Appointment at BGSU. This appointment would be temporary in nature, for a limited period of time **not to exceed one year in duration**. The appointment is limited to no more than 24 hours per week. Work cannot be performed under any circumstances without an approved executed contract. Such positions are to be paid on a bi-weekly hourly basis only.

The signature authority for the area will determine if the requirements have been met. The Office of Human Resources may also be consulted in making this determination.

Although it is not necessary to advertise or publicly recruit for these positions, BGSU encourages your unit to engage in a recruitment process to keep the hiring process competitive based on BGSU's commitment to Equal Employment Opportunity principles. For additional information, please consult with the Office of Human Resources.

Once the department is ready to begin the recruitment for a job and before hiring an individual (this process may take up to 30 days), the following steps should be followed:

1. Once a decision to hire has been made, the Non-Continuing Appointment Contract should be completed by the department and forwarded for all of the appropriate signatures.
2. The Vice President or President's Office will return the contract to the originating department.
3. The department will send the contract to the appointee for a signature of acceptance of the appointment. All appropriate documents required to complete the hiring process (see <http://www.bgsu.edu/human-resources/employee/new-employees.html>) should also be sent with the contract. An I-9 must be completed and on file within the first three days of employment in order for employment to continue.
4. Once all of the materials have been returned by the appointee to the department, the original hiring documents, , should be sent with the signed contract to the Office of Human Resources **prior to the beginning date of employment**.

Employment dates on a Non-Continuing Appointment Contract can be for any length of time as long as the dates do not exceed one year or the approved authorized funding. Regardless of whether the contract is written for one week or one year, the contract expires on the ending date of employment and all work must cease. Temporary workers will not be compensated beyond the agreement date and retroactive pay is prohibited. If there is an on-going need for the position, it will be necessary for the department to **meet with the Office of Human Resources 60 to 120 days prior to the end of the contract** to review other possible employment options before beginning the hiring process again.

Addendums to a current contract may be submitted if the changes to the terms or conditions of the original contract do not affect the beginning or ending dates of employment, compensation, or funding.

If you have any questions regarding the process, please contact your area Vice President or the Office of Human Resources.