TERMS OF EMPLOYMENT
Office of Research Administration

Temporary Faculty, Personal Services & Student Employment Contract

1. Employment is contingent upon the necessary funds being available in the grant/contract or account named in your Temporary Faculty, Personal Service & Student Employment Contract.

2. The Office of Research Administration assumes no responsibility for further employment in the event that the grant/contract or account named in your Temporary Faculty, Personal Service & Student Employment Contract is canceled or terminated.

3. Duties may be assigned to the individual as required by the terms of the grant or contract named in your Temporary Faculty, Personal Service & Student Employment Contract.

4. The individual in accepting this appointment agrees to abide by all of the laws, rules and regulations of the Commonwealth, the University, and the Chancellor or a duly authorized officer acting for him/her.

5. The individual contracted for services, as specified on the Temporary Faculty, Personal Service & Student Employment Contract, may be considered to be self-employed, but in all instances is not to be considered an employee of the Commonwealth. This Contract is temporary and implies no subsequent commitment and carries no fringe benefits applicable to employees of the Commonwealth of Massachusetts. Payment will be made every other Friday for services performed the preceding two weeks, supported by a properly executed time sheet or other documentation required by the Commonwealth of Massachusetts.

6. The Office of Research Administration reserves the right to withhold payment of final salary installments pending certification by appropriate authority of fulfillment of all contractual obligations.

7. The Governor or his/her designee, the Secretary of Administration and Finance, and the State Auditor or his/her designee shall have the right at reasonable times and upon reasonable notice to examine employee/employer records which pertain to performance requirements of this agreement.

8. The individual in accepting this appointment agrees to abide by the terms of the grant or contract including all confidentiality and publication provisions. If individual is unsure of the requirements of the grant or contract, s/he should check with the project director or the grants and contracts administrator.

9. All rights to any inventions, trade secrets, copyrights or other proprietary rights (herein proprietary rights) conceived or reduced to practice by individual in the course of individual’s performance of duties, on, or in connection with the grant or contract named on the
Temporary Faculty, Personal Service & Student Employment Contract shall be vested in the University of Massachusetts and individual shall cooperate in disclosing and assigning such proprietary rights to the University.

10. Each party to this agreement reserves the right to terminate this appointment without cause or notice in writing.

**General Information**

All employees must have a completed I-9 on file in the Human Resource Office before they can begin work. An I-9 form is used to show that an employee is authorized to work in the United States and is required by the Federal Government. If you have questions call Human Resources at Ext. 4702.

Parking Stickers are issued to all non-student employees through the Human Resource Office. To obtain a sticker, you must bring your car registration.

University Identification Cards are issued through Student Services in Cumnock Hall. Please call Ext. 2100 for a schedule of available times. You will need to bring a copy of your completed employment contract and a picture identification card.

Time sheets should be submitted on a weekly basis to your supervisor. Paychecks are issued on a bi-weekly basis and can be picked up every other Friday in your Department. If you would like to have your money directly deposited to your bank account, you should visit the Human Resource Office at the Office Research Administration.

To change your tax withholding status (W-4, M-4) visit the Human Resource Office