

**LETTER OF AGREEMENT FOR CONTRACTUAL ADMINISTRATIVE SERVICES**

This agreement is made by and between St. Mary's College of Maryland and \_\_\_\_\_ (hereinafter called "appointee"). St. Mary's College of Maryland does hereby retain the above-named appointee to provide services as \_\_\_\_\_ in the division/department of \_\_\_\_\_, located on site at St. Mary's College of Maryland.

The term of this agreement shall begin on \_\_\_\_\_, 20\_\_\_\_, and terminate on \_\_\_\_\_, 20\_\_\_\_. Total compensation shall not exceed \$\_\_\_\_\_. Although partial payments may be made, it is understood that this compensation is not earned unless the obligations under this contract have been fulfilled as described above.

Proper pay documents are to be submitted to the Office of Human Resources prior to payment. These documents will include, but not necessarily be limited to, a W-4 form, an I-9 form, an acknowledgement of the State's Substance Abuse and Drug Testing policies, and any other documentation which may be required.

The State of Maryland shall withhold taxes and social security contributions as required by law unless exempt status prevails. The appointee shall be covered by workers' compensation and unemployment insurance, except for students who are, by definition, not eligible for unemployment insurance. No other benefits will be provided.

The appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the College. The provisions of this agreement shall be governed by the laws of the State of Maryland. All work produced under this contract becomes the property of St. Mary's College and of the State of Maryland.

St. Mary's College may terminate or suspend this contract at any time for any reason, including but not limited to the following: 1) for the convenience of the State of Maryland; 2) if funds are not appropriated or otherwise made available to support continuation of this contract; 3) if the appointee fails to fulfill his/her obligations under this agreement properly and on time, or otherwise violates any provision of the agreement; 4) for any violations of any applicable policies or procedures duly adopted or amended from time to time by the College; or 5) because of insufficient enrollment. If the contract is terminated, the appointee is not entitled to recover any costs incurred after termination.

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WITNESS OUR HANDS:

Appointee \_\_\_\_\_ Date \_\_\_\_\_

Senior Administrator \_\_\_\_\_ Date \_\_\_\_\_