



OFFICE OF HUMAN RESOURCES (OHR)
 1650 Bedford Avenue, Brooklyn, NY 11225
 (718) 270-6910 (PHONE)
 (718) 270-6909 (FAX)

Part-Time Contract

Name: _____ Date: _____
 The College is pleased to offer you a part-time temporary appointment as a College Assistant during Fiscal Year

_____:

- Department/Office: _____ Supervisor: _____
- Schedule: _____ Hours Per Week: _____
- Hourly Rate: _____ Maximum Hours Allocated: _____
- You will not be paid for work performed before this agreement has been received in Human Resources.

The other terms and conditions of employment are those consistent with the applicable rules and Bylaws of the Board of Trustees of The City University of New York and the provisions of the applicable collectively negotiated bargaining agreement in effect within the University at the time of your appointment. This offer is subject to financial ability and the approval of the Board of Trustees of The City University of New York. There is no presumption of employment beyond the period indicated. The parties agree that this agreement shall supercede any prior agreements between the parties and that the terms of this agreement may not be amended, supplemented, or modified in any manner, except by a letter of appointment issued by the Director of Human Resources of Medgar Evers College and signed by the parties.

ACCEPTED AND AGREED: _____ FOR THE COLLEGE: _____
 Signature of College Assistant Date HR Designee Date

*Only Official when the Office of Human Resources completes and signs contract.

FOR BUDGET OFFICE AND HUMAN RESOURCES DEPARTMENT USE ONLY

- Maximum Allowable Work Hours: _____ Maximum Allowable Work Hours/Pay Period: _____
- Expected First Work Day: _____ Expected First Pay Day: _____
- Last Workday: _____ Last Pay Day: _____
- Projected Sick Leave Accrual:
 Unused accrued sick leave carries over to your next appointment. It is not paid out at the end of the contract period.
- Projected Annual Leave Accrual:
 Accrued annual leave must be used on or before the last workday.
- Maximum Amount Payable, Including Accrued Annual Leave: _____