

1.2 Administrator Employment Agreement

This agreement is entered into on _____, by and between the University of _____ (hereinafter “University”) and _____. This agreement sets forth all terms and conditions of employment concerning the contract appointment of _____ (hereinafter “appointee”) to the position of _____.

A. Term of Appointment

This contract is to have a fixed term beginning on _____ and terminating on _____. The contract will terminate automatically on the termination date unless the appointment is extended prior to the termination date in writing signed by both parties as provided for in Section G of this contract. If the contract is extended it will terminate automatically upon the expiration date unless terminated earlier at the will of either the appointee or the University. Although other terms and conditions can be changed from time to time by agreement of the parties, the at-will status of this agreement cannot be changed, amended, or altered.

B. Duties and Responsibilities

The duties and responsibilities shall be those set forth in the job description annexed hereto and incorporated in this agreement. Additional duties may be assigned and the job description may be modified from time to time by management in order to accommodate changing circumstances and needs. The duties and responsibilities shall be conducted in accordance with the University’s policies, procedures, and rules as established by management. The appointee agrees to perform all the duties set forth in this job description as well as those assigned by management.

C. Hours of Work

This appointment is at _____ percent of full time. The work hours for this position shall be from _____ a.m. to _____ p.m. and the normal workweek shall be _____ to _____. As required by the University, the appointee shall schedule hours to accommodate operational needs. As an exempt employee, the appointee will not receive overtime compensation or compensatory time off or additional compensation beyond the established salary for the position; greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

D. Compensation and Benefits

1. Salary

The salary for this position is _____ per month for work at 100 percent of full time.

2. Benefits

The appointee shall be eligible for University health and welfare benefits in accordance with the benefits eligibility requirements of the University.

E. Application of Personnel Policies

All personnel policies applicable to this position in the staff handbook are incorporated into this agreement. These policies may be changed by the University at any time.

F. Reimbursement of Expenses

With prior University approval, the appointee shall be entitled to reimbursement of expenses (including travel expenses) incurred on behalf of the University in the performance of the appointee's duties. Reimbursement shall be in accordance with University policies on travel and expense reimbursement. These policies may be amended by the University at any time.

G. Termination and Renewal of Appointment

If the appointment is for a definite term, the appointment will terminate automatically on the termination date specified in this contract unless, prior to the termination date, the appointment is extended and the contract is renewed. In addition, an appointment, whether definite or indefinite term, may be terminated at any time by either party, with or without cause, by serving written notice on the other party. Termination is not reviewable under the staff policies.

H. General Provisions

This contract constitutes the entire agreement between the parties and supersedes any other agreement written or oral. The terms of this agreement may be modified only by subsequent written agreement signed