

EMPLOYMENT CONTRACT DISTRIBUTION PROCEDURES

1) General Information

- a) **Contract Preparation** - The Budget Office prepares all employment contracts. Contracts are prepared for faculty and professional staff who are benefit eligible and do not submit timesheets.
- b) **Personnel Action** - There are three types of Personnel Action indicated at the top of contracts. Following is a description of each type of action:
 - i) **New Appointment** – Used for employees who are new to the University or have moved into a position at the University in which they will receive a contract for the first time.
 - ii) **Reappointment** – Used for reappointing an employee to a position at the University for another contract year.
 - iii) **Contract Change** – Used when there are revisions to a New Appointment or Reappointment.

2) Contract Distribution

- a) **Annual Mass Distribution** - Prior to the beginning of each fiscal year, contracts are generated for continuing permanent faculty and professional staff who are not funded by grants.
 - (1) The Budget Office will provide:
 - (a) Original contract
 - (b) Mailing Labels
 - (c) Listing of all contracts for your college
 - (d) Cover letter template (will be sent electronically)
 - (2) Procedures for the colleges/units:
 - (a) Review all fields on the contract for accuracy. Ensure contract clauses are appropriate. See Contract Clause List attached.
 - (b) Print a cover letter for each employee. The cover letter will be sent out under the Dean's signature. The Provost has indicated the same letter should be used for all academic units.
 - (c) Retain a copy of the contract in case questions arise from the employee.
 - (d) Send the cover letter, original contract, and a copy of the contract to the employee. Envelopes should be marked "Confidential" if sent via inter-department mail.
 - (e) Contracts are to be signed by the employee and returned to you within two weeks. The listing of contracts can be used to monitor return of the signed contract. If the signed contract is not returned, follow-up with the employee/department. If a contract is misplaced, the Budget Office can reissue the contract.
 - (f) Upon receipt of the signed contract send the original to HR. If the contract is for a faculty member, send a copy to the Provost office. Retain a copy for your files.

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- b) **Mid-year Contract Distribution Initiated by an EAF** - An EAF initiates all other contract preparation throughout the year. Following are examples of instances in which a contract is prepared based on the receipt of an EAF:
- ◆ New hire
 - ◆ Reappointment of employee funded wholly or partially by grants
 - ◆ Reappointment of a temporary employee
 - ◆ Employment changes (e.g. title, salary)
- (1) The Budget Office will provide:
- (a) Original contract
 - (b) Copy of completed EAF
- (2) Procedures for the colleges/units:
- (a) Review each item on the contract and compare to the EAF for accuracy. Following are several items of note:
 - (i) The Base Salary is the annual salary. Please ensure this agrees to the annual compensation stated on the EAF. Some rounding normally occurs, however, the base salary on the contract should be within \$20 of the annual salary on the EAF.
 - (ii) The Contract Salary is the salary for the contract period only. If the contract is for an entire year, the contract salary equals the annual salary. If the contract is for a partial year, the contract salary is the amount which will be paid the employee during the term of the contract. Please ensure the contract salary amount agrees to the Contract Amt in the Budget Data section of the EAF.
 - (iii) Ensure the contract clauses are appropriate.
 - (b) Prepare a cover letter to be sent with the contract. The cover letter will be sent out under the Dean's signature. Templates of the cover letters will be forwarded to you electronically. The format/wording in the letters should not deviate from the templates. The Provost wants to ensure all letters sent are identical.
 - (c) Retain a copy of the contract and cover letter in case questions arise from the employee.
 - (a) Send the cover letter, original contract, and a copy of the contract to the employee. Envelopes should be marked "Confidential" if sent via inter-department mail. If the employee has not yet started work, the contract should be sent to the employee's home (the address will be on the EAF).
 - (d) Contracts are to be signed by the employee and returned to you within two weeks. Monitor return of the signed contract. If the contract is not returned, follow-up with the employee/department. If a contract is misplaced, contact the Budget Office and request another to be printed.
 - (e) Upon receipt of the signed contract, send the original to HR. If the contract is for a faculty member, send a copy to the Provost office. Retain a copy for your files.