

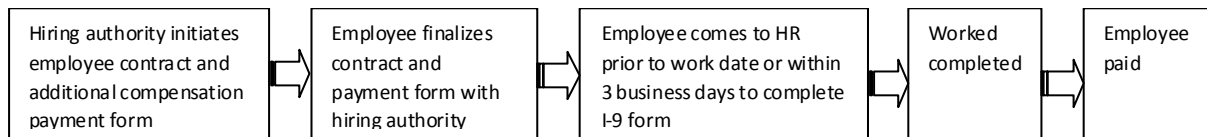
Creation Date: October 2011
 Revised Dates: January 2012; March 2012

EMPLOYEE CONSULTANT
 EMPLOYMENT PROCESS

Who is an employee consultant?

Employee consultants provide specialized administration, research, or professional services for a designated period of time.

Employee Consultant Employment Process Flow



Completed Employee Consultant Packet Includes:

Employment Form	Responsibility	Timeframe
Employee Contract	Hiring Authority and Employee	Prior to work being completed
Additional Compensation Approval Request Form	Hiring Authority and Employee	Prior to work being completed
I-9 Form	Employee and Human Resources	Within 3 business days of work being completed

Additional Departmental Responsibilities

- Ensure sufficient budget to cover employee consultant costs.
- Secure required approvals prior to processing the employee consultant.
- If grant funding is being used, the department must send the additional compensation form to Grants Accounting for approval. Upon approval, Grants Accounting will then forward to Human Resources.
- Send entire temporary employment packet (see below) to Human Resources at least three days in advance of the proposed start date, in order for legal requirements to be met (e.g. criminal background check, FLSA classification, immigration verification, bargaining contracts, etc.) and processed.

Once paperwork is completed, by the department and the employee consultant, it should be sent to:

Staff Human Resources
 140 McKenny Hall

**EASTERN MICHIGAN UNIVERSITY
EMPLOYEE/CONSULTANT AGREEMENT**

This agreement made this ____ day of _____ 20____, by and between the Board of Regents of Eastern Michigan University, a public body corporate and institution of higher education (hereinafter referred to as "EMU"), and

SSN# _____
hereinafter referred to as "Employee," whose address is

EMU and Employee agree as follows:

I. CHARACTER AND EXTENT OF SERVICES

A. EMU agrees to employ Employee in the capacity of temporary Employee Consultant - (Specify job title)

In that capacity, Employee's duties and performance expectations/standards shall include, but not be limited to the following:

(check here if done by attachment)

B. In performing all duties hereunder, the Employee shall report to and be subject to the direction and supervision of : _____

II. PERIOD OF SERVICE AND TERMINATION

This agreement shall become effective on _____, and unless terminated early as set forth herein, shall remain in effect until _____. Employee shall have the right to terminate his or her employment at any time with or without cause, and EMU shall have the same right.

III. COMPENSATION

A. In consideration for Employee's satisfactory performance of all job duties, EMU shall pay Employee as follows:

Any subsequent pay increase will result in an updated Employee/Consultant Agreement..

B. All payments by EMU to Employee shall be subject to applicable tax withholdings.

C. EMU shall provide Employee with those benefits required by law, i.e. FICA, and workers' compensation. No other fringe benefits will be provided to Employee pursuant to this Agreement.

D. Work will be performed by Employee as needed at _____

The hours of work shall be _____

E. The employment relationship is of an at will nature, which means that the employee may resign at any time and the employer may terminate the employee at any time with or without cause. If the agreement is terminated early, the above payments will be prorated to the date of termination.

IV. ASSIGNMENT

The Employee may not assign or transfer this Agreement, any interest therein or claim thereunder, without the prior written approval of EMU.

V. PATENTS AND COPYRIGHT

A. In the event any invention or discovery is made by Employee in connection with the Agreement, Employee agrees to assign all rights, title and interest in said invention or discovery to EMU; and Employee shall furnish EMU with complete information with respect thereto and EMU shall have the sole power to determine whether and where a patent application shall be filed and the disposition of title and all rights under any application or patent that may result. Employee will, at EMU's expense, execute all documents and do all things necessary or proper with respect to such patent application.

B. Whenever any copyright is secured in connection with the publication of the results of research financed by this Agreement, title and all rights to such copyright will vest in EMU and Employee agrees to assign to EMU all rights, title and interest in any copyrightable materials developed pursuant to this Agreement.

C. If this Agreement is funded under Prime Contract or Grant that provides a different disposition for Items A and B above, the contract or grant will govern.

VI. CONFLICT OF INTEREST

Employee assures that to the best of Employee's knowledge there exists no conflict of interest or appearance of a conflict between Employee's family, business or financial interest and the services provided under this Agreement. Should this situation change during the term of this Agreement, the Employee will advise EMU of such change.

VII. TECHNICAL INFORMATION RECORDS AND REPORTS

All notes, design, memoranda, reports, computer programs (and supporting data which may be on cards, tapes, discs and the like), and other technical data, if any, furnished or developed by Employee pursuant to the provisions of this Agreement, shall be and become the property of EMU. All such notes, design, etc. shall be delivered to EMU upon demand, for use for any purpose without the necessity of compensating the Employee or any other person(s) for the use thereof.

VIII. CONFIDENTIAL INFORMATION

The Employee shall not publish or otherwise disclose, except to EMU and except matters of public record, any information or data obtained hereunder from private individuals, corporations, organizations, or public agencies, in a publication or otherwise whereby the information or data furnished by any particular person or establishment can be identified, except with the consent of such person or establishment and EMU.

IX. AUTHORIZATION FOR RELEASE OF INFORMATION FOR BACKGROUND INVESTIGATION

In an effort to provide students, faculty, and staff of Eastern Michigan University a reasonably safe and secure environment and to provide the public and fiscal sponsors reasonable protection for financial and material assets of the University, Human Resources will conduct a thorough background investigation on candidates for hire. Background investigation elements vary on the position and may include but not limited to criminal history, financial history, driving records, and social media internet searches. Background investigation results could result in termination or disqualification although it would not automatically do so. These are reviewed on a case by case basis. Questions regarding background investigations can be directed to Human Resources at (734) 487-3431. I consent to undergoing a background investigation as described herein.

X. AGREEMENT REGULATIONS

A. This Agreement may be changed, amended, modified, extended or assigned only by mutual consent of the parties provided that consent shall be in writing and executed by the parties hereto prior to the time such change shall take effect.

B. Any paragraph, sentence, phrase, or other provision of this Agreement which is in conflict with any applicable statute, rule, or other law shall be deemed, if possible, to be omitted here from. The invalidity of any portion hereof shall not affect the force or effect of the remaining portions here.

C. This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan, and suit must be brought within the State of Michigan.

D. This Agreement is the entire agreement between the parties, and it incorporates and supersedes all prior negotiations, communications, understandings and agreements between the parties hereto regarding the subject matter hereof, whether written or oral. No such prior negotiations, communications, understandings or agreements shall be of further force of effect.

E. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, EMU, by and through its duly authorized officers and representatives, and Employee, have executed the Agreement.

EASTERN MICHIGAN UNIVERSITY (Signatures to be obtained in order indicated.)

1) By: _____ Date: _____ 2) By: _____ Date: _____
(Employee) (Immediate Supervisor)

Title: _____

3) By: _____ Date: _____ 4) By: _____ Date: _____
(Divisional Executive)

Title: _____

Title: Director, Compensation & Employment Services

**EASTERN MICHIGAN UNIVERSITY
ADDITIONAL COMPENSATION APPROVAL REQUEST FORM**

CURRENT EMPLOYMENT STATUS

Last Name _____	First Name _____	Email _____	Employee ID # _____	Appt % _____								
Job Title _____ Department _____		FLSA Exempt FLSA Non-exempt (Refer to Class Spec for FLSA)										
AP/AH	AC				CC	CS	Fac/Lec	FM	CP	PS	PT	EC/ES

ACCOUNT INFORMATION

This Expense: Fund _____ Org # _____ Account _____ Program _____ Activity _____ Location _____

Home Dept: Fund _____ Org # _____ Account _____ Program _____ Activity _____ Location _____

TERMS OF EMPLOYMENT (be specific about nature and amount of work performed) Documentation attached _____

Dates of Employment From _____ To _____

Base Hourly Rate of Pay \$ _____ x Hours _____ x 1.5 OT (if applicable) = Total Payment \$ _____

If based on hourly rate, complete hours record spreadsheet. Contact the Director, Compensation & Employment 7-2275.

Lump Sum Fee (only if exempt employee) \$ _____ OR

Multi Pay Fee (only if exempt employee) \$ _____ Divided by: _____ # Pays Amount Per Pay \$ _____

ADDITIONAL COMPENSATION TYPE:

Supplemental Pay. Current employee performing a function or service **outside of current position scope** to another department or account on own time, (e.g. staff teaching assignments, working at events, facilitating workshops.) The requested payment includes an appropriate amount for overtime resulting from combined regular and supplemental work on each day or week.

Home Supervisor Approval Signature _____

Student Supplemental Pay

Collective Bargaining Agreement Contractual Payment. Activities or duties outlined in a collective bargaining agreement (e.g. royalties, attending meetings, or coursework).

Employee Contract. Work outlined in an individual employee contract (e.g. commission, bonus), condition of employment, or employee consultant agreement. Date of birth for new employee consultant: _____

APPROVALS PRIOR TO WORK BEING COMPLETED

- | | | |
|--|--------------------|---------------|
| <ul style="list-style-type: none"> • Account Manager for Expense • Director/Department Head • Dean (if applicable) • Divisional Executive (if applicable) • Grants Accounting (if applicable) • HR/AHR/Grad School/UACDC | _____
Signature | _____
Date |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |