

## FALL 2018 UROP EMPLOYEE CONTRACT

### **HIRING & PAYROLL POLICIES**

- I understand that I must be hired before I can be paid. I will make arrangements to be hired before Friday, August 24. Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP funding.
- I understand that all University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA). I understand I must sign the EIPAA before I can be hired.
- I will attend mandatory UROP Orientation. I understand that UROP funding will not be distributed before I attend orientation OR before the first date of the Fall 2018 semester (Monday, August 20), whichever comes later.
- I understand that all University of Utah employees are required to enroll in Two-Factor Authentication (2FA) that protects Central Authentication Services (CAS)-authenticated applications, including CIS, Canvas, and Box. I understand that I must enroll in 2FA immediately after being hired in order to access CAS-authenticated services.
- UROP employment is part-time University of Utah employment. I will be paid at a rate of \$10.00 per hour for up to 120.00 hours, up to \$1,200.00. My UROP funding is subject to federal and state income tax.
- I will submit my UROP Timecard on time every pay period even if I have no hours to report. As required by University policy, I will record the total number of hours actually worked each day, including start and stop times.
- The submission of MORE THAN ONE Late UROP Timecard OR missing UROP Timecard will result in immediate removal from payroll and thus forfeiture of the remaining UROP funding.
- Because UROP employment is part-time employment, I will not exceed 8.00 hours per day or 19.00 hours per week through UROP OR 8.00 hours in a day or 40.00 hours per week across all University of Utah (campus and hospital) employment. Accrual of overtime will lead to my immediate removal from payroll and thus forfeiture of the remaining UROP funding.
- I understand that UROP Timecards will not be accepted after Friday, December 7. Hours not reported and funds not claimed by that date will be forfeited.
- I will immediately notify the OUR if I obtain another job at the University of Utah (campus or hospital) while employed by the OUR.
- If at any point I am unable to adhere to the Hiring & Payroll Policies of this UROP Employee Contract, I will contact the OUR immediately. Failure to meet these expectations will result in a forfeiture of the UROP funding.

### **PROGRAM POLICIES**

- I will attend AT LEAST TWO Fall 2018 Undergraduate Research Education Series (URES) events. If for any reason I cannot attend AT LEAST TWO Fall 2018 URES events, I will contact the OUR no later than the Add/Drop date (Friday, August 31) to make alternate arrangements.
- I will complete a UROP Final Report by the last day of the Fall 2018 semester (Thursday, December 6).
- I will present my research at the Undergraduate Research Symposium (URS).
- Failure to meet the Program Policies may lead to ineligibility to receive other OUR funding and the Undergraduate Scholar Designation (URSD). If I become ineligible for other OUR funding or the URSD, I understand that I may regain my eligibility and I will contact the OUR for more information.