



Memorandum of Understanding – Temporary Hourly Employee

This Memorandum of Understanding (“MOU”), by and between East Central College, hereinafter called the College, and \_\_\_\_\_, hereinafter called Temporary Employee. The parties mutually agree to the following:

Employment Status with East Central College: New Employee Current Employee

Department:

GL Account to be used for payment:

1. Temporary Employee shall provide the “Scope of Work” as set forth in this paragraph of the MOU or the attached addendum to this MOU describing the Scope of Work:
2. Services shall be provided on the College premises or at such other location(s) as may be necessary at such times as shall be subsequently and mutually agreed to. Temporary Employee agrees to comply with all College policies and procedures.
3. Services will begin \_\_\_\_\_ and end \_\_\_\_\_. Either party may terminate this MOU at any time; the dates listed in this MOU do not guarantee employment through the listed end date.
4. Payment will be \_\_\_\_\_ an hour for a maximum of \_\_\_\_\_ hours for services during the specified timeframe listed above, except that if either party terminates the MOU prior to its end date, Temporary Employee shall only be paid for work performed up to the date of termination. Payments will be made in equal installments via the College’s biweekly payroll during the course of this assignment. All pay will be provided under current College payroll functions, and subject to all applicable state and federal regulations as well as College policy.
5. The first payment will be issued the following pay period after the completed MOU is submitted to Payroll within the timeframe listed above. The last payment will be dispersed with the pay period following the termination date of this Memorandum of Understanding.

Please route according to the numbers below. Human Resources will retain a copy and return the original to the Supervisor. Supervisor will send the original signed agreement to Payroll for processing once all signatures are received.

\_\_\_\_\_  
1-Immediate Supervisor/Date

\_\_\_\_\_  
4-Director Financial Services/Date

\_\_\_\_\_  
2-Area Vice President/Date

\_\_\_\_\_  
5-Director, Human Resources/Date

\_\_\_\_\_  
3-College President/Date

\_\_\_\_\_  
6-Temporary Employee/Date