

Contract Worksheet

Effective July 1, 2024, the State has agreed to cease hiring new contractual employees into classifications that are assigned to AFSCME bargaining units unless specific criteria is met.

In order to reduce the State's reliance on contractual employment relationships in general, this Contract Worksheet must be completed for ***all*** new contracts, irrespective of bargaining unit.

This Contract Worksheet must be completed and uploaded in Workday as page 1 for ALL employment contracts with an effective date of July 1, 2024, or later.

Employee Name: _____

W# (or last 4 of SSN): _____

Classification: _____

Bargaining Unit: _____

Contract Start Date: _____ End Date: _____

Funding Source: _____

Please check as applicable:

- this employee is a Maryland State Retiree
- this is a contract renewal
- this contract is a 100% FTE
- this contract is NOT 100% FTE – FTE % _____

Please provide justification for new contracts.

(attach additional sheet if necessary)

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Signature:

Appointing Authority