



**Memorandum of Agreement
for Employee Services**

This memorandum signifies the agreement of the below parties concerning the provision of employee services. This agreement is as follows, and Procuring Party agrees to allow for the services of its full-time employee. Forms should be e-mailed to the Office of Sponsored Programs at osp@memphis.edu.



Vendor Party: University of Memphis Procuring Party: _____

Employee Name: _____ Banner ID (U#): _____

The employee shall perform the following services for the Procuring Party:

Service Begin Date: _____ Service End Date: _____

Compensation to Vendor Party:

	\$	Base Amount (enter value)
	\$	FICA (auto-calculates)
	\$	Medicare (auto-calculates)
	\$	Retirement (Payroll can provide value) ____ TCRS ____ ORP
TOTAL	\$	

Maximum liability of the Procuring Party: \$_____

Payment will be made by procuring party after completion of services and after receipt of the invoice from vendor party. Payment should be mailed to the following address:

University of Memphis
PO Box 1000
Dept 313
Memphis, TN 38148-0313

Either party may terminate this agreement by giving written notice to the other at least ____ days before the effective date of termination. In that event, the vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date. In

addition, procuring party shall have the right to immediately terminate this agreement and withhold payments in excess of fair compensation for work completed in the event that the employee fails to perform in a timely and proper manner or breaches any material term of this agreement.

This agreement cannot be assigned or subcontracted without the written consent of all parties.

During the performance of this contract both parties warrant that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sex, disability, veteran status or national origin. The parties will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, sex, age disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection available to employees and applicants for employment

This Agreement may be executed in any number of counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original thereof.

Dated this _____ day of _____ 20_____

University of Memphis	Procuring Party
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BY: _____	BY: _____
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Title: <u>Executive VP for Research & Innovation</u>	Title: _____
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Date: _____	Date: _____
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