

Blue are Faculty, Gold are Staff, White are contingencies for both groups

Please Note: If the below contingency code is to be used for a faculty appointment, the normal process of including the contingency code in the Action and Hiring Proposal must still take place and the Provost Office must be consulted regarding the verbiage that needs to be included in the offer letter.

Contingency Code	Contingency Description for contract
1	Employee's appointment is based on a multi-year contract. Please review employee's offer letter and/or subsequent appointment communications to determine the current term of your appointment and any other associated conditions.
2	As a WWAMI faculty member, employee's salary will be paid based on the 39 weeks of the academic contract year. Employee is responsible for delivering and grading of all courses and activities for the 18 month curriculum which extends slightly past the academic year contract end date.
3	This faculty appointment is contingent on funding and/or work to support the position. Employee acknowledges and agrees that in the event of insufficient funding and/or work, as determined by University in its sole discretion, University may: (1) change this Agreement by adjusting the employee's FTE and annual salary throughout the contract year; or (2) terminate this Agreement and employee's employment prior to the end of the term of appointment, upon 60 days written notice. Employee further acknowledges and agrees that in the event termination for insufficient funding and/or work becomes necessary, the notice provisions of Faculty Staff Handbook 3900B will not apply.
4	Faculty employee is scheduled for a full year sabbatical during this contract year. The above salary represents the employee's 1 FTE salary for the contract year. Employee will receive half of the above salary as provided by the sabbatical policy in Faculty Staff Handbook 3720.
5	This administrative appointment or the administrative portion of the faculty appointment is temporary. Employee acknowledges and agrees that in the event there is no longer a need for the administrative assignment, as determined by University in its sole discretion, University may change this Agreement and remove the administrative salary and/or course release during the contract year and employee may return to their faculty appointment, upon 60 days written notice.
6	This is the employee's terminal contract and no further notice of non-renewal is required, notice provisions of the Faculty Staff Handbook 3900B will not apply.

Contingency Code	Contingency Description for contract
7	This classified staff appointment is contingent on continued funding and/or work to support the position. Employee acknowledges and agrees that in the event of insufficient funding and/or work, as determined by University in its sole discretion, University may terminate this Agreement and employee's employment prior to the end of the term of appointment, upon two weeks written notice. Employee further acknowledges and agrees that in the event termination for insufficient funding and/or work becomes necessary, the provisions of Faculty Staff Handbook 3930B will not apply.
8	This exempt staff appointment is contingent on continued funding and/or work to support the position. Employee acknowledges and agrees that in the event of insufficient funding and/or work, as determined by University in its sole discretion, University may terminate this Agreement and employee's employment prior to the end of the term of appointment, upon 60 days written notice. Employee further acknowledges and agrees that in the event termination for insufficient funding and/or work becomes necessary, the notice provisions of Faculty Staff Handbook 3900B will not apply.
9	Athletically Related Income and Benefits. In accordance with NCAA rules, employee shall report the source and amount of all athletically related income and benefits from sources outside the University to the University's Chief Executive Officer whenever reasonably requested, but in no event less than annually before the close of business on June 30th of each year or the last regular University work day preceding June 30th. The report shall be in a format reasonably satisfactory to University.
10	Employee has been approved for the planned retirement program. The above salary represents the employee's 1 FTE salary for the contract year. Employee will receive the above salary on a prorated basis as provided by the planned retirement contract.
11	Overtime eligible appointment
12	This faculty appointment is contingent on funding and/or work to support the position. During the tenure probationary period the employee acknowledges and agrees that in the event of insufficient program enrollment, as determined by the University in its sole discretion, the University may terminate this Agreement and employee's employment at the end of the term of appointment, upon 60 days written notice. Employee further acknowledges and agrees that in the event termination becomes necessary, the notice provisions of Faculty Staff Handbook 3900B will not apply.
13	The wage noted above includes the appropriate shift differential amount based on the eligible appointment. If eligibility for shift differential changes, the wage would be adjusted to remove the shift differential amount.