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| C:\Users\evaughn\Pictures\TECH_Logo_Main_Black_RGB.jpg | DUAL SERVICESMEMORANDUM OF AGREEMENT |

This agreement, dated Click here to enter a date., signifies agreement between Tennessee Technological University (“Tennessee Tech”) and Click here to enter text. (“Contractor”) concerning services of its employee as follows:

1. Contractor agrees to furnish the services of its full-time employee, Click here to enter text., Social Security No. (last four digits only) Click here to enter text., who will perform the following services for Tennessee Tech: Click here to enter text.
2. Contractor Compensation:

|  |  |
| --- | --- |
| Base Amount | $Click here to enter text. |
| FICA | Click here to enter text. |
| Medicare | Click here to enter text. |
| Retirement | Click here to enter text. |
| TOTAL | $Click here to enter text. |

Maximum liability of Tennessee Tech: $ Click here to enter text.

3. Tennessee Tech will make payment after completion of service and receipt of Vendor’s invoice, sent to:

Tennessee Technological University

Attn: Click here to enter text.

P. O. Box Click here to enter text.

Cookeville, TN 38505

4. The term of this contract shall be from Click here to enter text. to Click here to enter text.

5. Either party may terminate this agreement by giving written notice to the other at least Click here to enter text. days prior to the effective date of termination. In that event, the Contractor is entitled to just and equitable compensation for any satisfactory work completed as of the termination date. In addition, Tennessee Tech has 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.

6. This agreement cannot be assigned or subcontracted without the parties’ written consent.

7.   The parties affirm 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 and 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.

APPROVED:

|  |  |
| --- | --- |
| CONTRACTOR: | TENNESSEE TECHNOLOGICAL UNIVERSITY: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title | Vice President for Planning and Finance |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| STATE DEPARTMENT\*: | FINANCE & ADMINISTRATION\*: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

#### *\*If compensation is $1,500 or more, agreement requires approval by the commissioner of the Department of the state agency providing the employee’s services and of the appropriate official for Finance & Administration.*