

AGREEMENT BETWEEN METROPOLITAN STATE UNIVERSITY OF DENVER  
AND ANOTHER STATE AGENCY FOR EMPLOYMENT OF STAFF MEMBER  
WHERE THEIR AGENCY IS PRIMARY EMPLOYER

This AGREEMENT made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between \_\_\_\_\_, party of the first part,  
(primary employer and address)

and METROPOLITAN STATE UNIVERSITY OF DENVER, party of the second part WITNESSETH:  
WHEREAS, METROPOLITAN STATE UNIVERSITY OF DENVER wishes to offer a class(es) entitled \_\_\_\_\_ and \_\_\_\_\_  
(name and/or number of course) (name and/or number of course)

WHEREAS, \_\_\_\_\_ has on its staff a person fully  
(primary employer)  
qualified to teach such class(es). NOW THEREFORE it is agreed as follows:

1. Metropolitan State University of Denver will pay \_\_\_\_\_ to teach  
(name of staff member)  
this class from \_\_\_\_\_ to \_\_\_\_\_.
2. Metropolitan State University of Denver will pay \_\_\_\_\_ the sum  
(name of staff member)  
of \_\_\_\_\_ as a fee for his/her services. The payroll check for this amount, less applicable income  
taxes and PERA, will be issued to \_\_\_\_\_ in accordance with Metropolitan  
(name of staff member)  
State University of Denver's pay periods for part-time faculty.
3. \_\_\_\_\_ covered by PERA with the  
(name of staff member) (is) (is not)  
primary employer. Metropolitan State University of Denver reserves the right to terminate this agreement  
should the course enrollment in \_\_\_\_\_ not justify the  
(name of course(s))  
employment of \_\_\_\_\_.  
(name of staff member)

IN WITNESS WHEREOF said parties have here to set their hands and seals at Denver, Colorado, on the day  
and year first above written.

METROPOLITAN STATE UNIVERSITY OF DENVER

|                                    |      |                             |      |
|------------------------------------|------|-----------------------------|------|
| President                          | date | (Primary Employer)          | date |
| Vice President of Academic Affairs | date | (Authenticating Officer)    | date |
| Dean of School                     | date |                             |      |
| Department Chairperson             | date | (Signature of Staff Member) | date |

## METROPOLITAN STATE UNIVERSITY OF DENVER

### GUIDELINES FOR THE USE OF INTERAGENCY AGREEMENTS FOR EMPLOYMENT OF PROFESSIONAL PERSONNEL

WHEN PROFESSIONAL PERSONNEL OF ANOTHER STATE AGENCY ARE EMPLOYED TO PERFORM SERVICES FOR METROPOLITAN STATE UNIVERSITY OF DENVER, the following procedures apply:

1. The professional person whose primary employer is another State agency and who is to be employed to perform services for MSU DENVER and the MSU DENVER department chairman or director will complete and sign the form, "Agreement Between Metropolitan State University Of Denver And Another State Agency For Employment Of Staff Member Where Their Agency Is Primary Employer". The department chairman or director will then forward signed copies through organizational channels to the Office of the President.
2. The President will sign the form and forward it to the Human Resources Office who will then forward to Department Chair who will obtain the necessary signatures form the other State agency.
3. Salary checks for the services will be generated by the Payroll Office after all signatures have been obtained, and the part-time faculty member may pick up a paycheck on the scheduled pay dates from the Cashiers Office.
4. A copy of the completed agreement will be returned to the Human Resources Office to be placed in the employee's permanent personnel folder.