

EMPLOYEE CONSULTING AGREEMENT  
INSTRUCTIONS, ROUTING AND APPROVAL COVER SHEET

- I. The requesting department should complete the following Employee Consulting Agreement (“Agreement”) according to the instructions found in *Procedures for Engaging Consultants*. This document can be found at <http://www.southalabama.edu/financialaffairs/businessoffice/engageconsultant.pdf>.
- II. The *Request for Approval to Engage Consultant* form must be completed and accompany the Agreement through the University approval process. It can be found at: <http://www.southalabama.edu/financialaffairs/businessoffice/approval.pdf>  
If payments to the Consultant will be funded from an externally sponsored project, then the *Request for Approval to Engage Consultant* form must be approved by the Office of Grants and Contracts Accounting.
- III. After steps I and II have been completed, the originating department should send the Agreement to the Consultant for signature, with instructions to return it to the originating department. Original or scanned manual signatures and electronic signatures are acceptable.
- IV. After the Agreement has been signed by the Consultant and returned to the department, the following approval section should be completed.

Consultant’s name \_\_\_\_\_

Source FOAPAL \_\_\_\_\_

I am aware of and approve all business terms of this Agreement, and certify that no changes have been made to the Employee Consulting Agreement template revision dated 8/1/20 to complete this Agreement.

\_\_\_\_\_  
Department Head Printed Name

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

- V. Staple this cover sheet and the *Request for Approval to Engage Consultant* form to the Agreement.

- VI. Mail to Contract Officer in AD 170 for University signature with instructions to return the Agreement to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room Number

EMPLOYEE  
CONSULTING AGREEMENT

between

THE UNIVERSITY OF SOUTH ALABAMA

and

\_\_\_\_\_

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the University of South Alabama, located in Mobile, Alabama, 36688, hereinafter referred to as "University", and \_\_\_\_\_, located at \_\_\_\_\_, hereinafter referred to as the "Consultant."

WHEREAS, the University desires to have the Consultant perform certain professional services; and

WHEREAS, the Consultant represents that he/she is ready, willing and able to perform such professional services;

THEREFORE, the parties mutually agree as follows:

ARTICLE I. SCOPE OF WORK

A. General objectives (desired end result):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Specific objectives (in chronological steps, if possible, and attach additional page(s) as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARTICLE II. AGREEMENT PERIOD

This agreement shall commence on \_\_\_\_\_, 20\_\_\_\_, and terminate on \_\_\_\_\_, 20\_\_\_\_. The University reserves the right to alter the starting and ending dates according to the needs of the University.

ARTICLE III. COMPENSATION

A. The University will pay fees to the Consultant for services performed hereunder on the following basis (specify daily rate, travel and other expense and a maximum in each category that will not be exceeded), in accordance with section 9.1 of the Faculty Handbook. Generally, travel expenses shall be paid according to the University's *Travel and Entertainment Regulations*.

ARTICLE III. COMPENSATION, continued

If the University is expected to directly pay the airfare to an authorized travel agency, a University travel authorization will be required and related University policies shall apply.

Number of days _____ @ daily rate _____	Subtotal	\$ _____
	*Reimbursable Travel	\$ _____
	*Other Expense	\$ _____
	Total	\$ _____

\*The Consultant agrees to provide acceptable documentation to the University department negotiating this Agreement.

- B. Payment will be made upon submission of detailed invoices and any other documentation based upon Article III A., above. Invoices shall contain, or be attached to, documentation that is satisfactory to the University. Applicable reporting requirements (Article IV) must be met before payment will be made.
- C. Prior authorization by the University benefiting department is required for any travel taken under this Agreement for which reimbursement is requested. (See the University's *Travel and Entertainment Regulations* for specific limitations of travel expense reimbursement.)

ARTICLE IV. REPORTING

In reporting the services performed hereunder, the Consultant shall report to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

Reports shall consist of: \_\_\_\_\_

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The Consultant should submit a copy of the report with the invoice or other request for payment.

ARTICLE V. CLASSIFIED/RESTRICTED PROPRIETARY DATA

The University agrees to apprise the Consultant as to any information or items made available hereunder to the Consultant that are classified, restricted, or proprietary data, either in United States Government classifications or, according to University classifications. The Consultant agrees that any such material furnished to him/her by the University will be returned to the University at its request, or upon termination of this Agreement.

ARTICLE VI. WORK FOR HIRE

The Consultant agrees that all papers, documents, and writings produced by the Consultant under this Agreement shall be considered a work made for hire and shall be the sole property of the University. (Papers, documents, and writings as used in this Agreement include computer software, related source code and any associated documentation.) The University shall own all copyright rights and any other proprietary rights in and to such writings in any country or countries. Possession of such documents and writings shall be transferred to the University at the termination of performance of services under this Agreement or at the University's earlier request. Any reports, information, data, etc., given to, or prepared by, the Consultant under this Agreement, shall not be made available to any individual or organization by the Consultant without written approval of the University.

ARTICLE VII. RIGHTS TO DISCOVERY OR INVENTION

The Consultant agrees that any discovery or invention, whether or not subject to patent, developed as a direct result of work done under this Agreement, shall be the sole property of the University and the University shall have the exclusive right to any patent derived therefrom. The Consultant further agrees to report promptly in writing to the University any discovery or invention developed under this Agreement.

## ARTICLE VII. RIGHTS TO DISCOVERY OR INVENTION, continued

The Consultant agrees that it shall have no right, title or interest in and to any product or processes which the Consultant, alone or with others, may develop while performing services under this Agreement. The Consultant hereby transfers any and all rights which he or she may have or acquire in and to any such invention, patent, copyright or other product, process or information to the University and agrees to execute any and all documents requested by the University in accordance with this provision.

## ARTICLE VIII. INDEMNITY

The Consultant agrees to indemnify University, its officers, agents, servants, and employees against liability of any kind (including costs and expenses incurred) for acts of the Consultant which may include, but are not limited to, the use of any invention or discovery resulting from this Agreement, the infringement of any Letters Patent occurring in the performance of this Agreement, or liability arising by reason of the use of, disposal by, or for the account of the Consultant of items manufactured or supplied under this Agreement.

## ARTICLE IX. EXAMINATION OF RECORDS AND CONSULTANT'S PROGRESS

The University shall have access to and the right to examine any directly pertinent books, documents, papers, and records of the Consultant involving transactions related to this Agreement until the expiration of three years after final payment hereunder. The work contemplated herein must meet the University's standards and approval and shall be subject to the University's general right of inspection and supervision to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and local laws, rules and regulations that are now or hereafter applicable to the Consultant.

## ARTICLE X. CONFLICT OF INTEREST

The Consultant covenants that it presently has no interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further covenants that in the performance of this Agreement, the Consultant shall not employ any person having such conflicting interests.

## ARTICLE XI. PUBLICITY

It is also agreed that no advertising or other publicity materials having or containing any reference to the University of South Alabama, or in which the name is mentioned, shall be made use of by the Consultant or anyone on the Consultant's behalf unless and until the same shall have first been submitted to, and received the written approval of, an authorized representative of the University.

## ARTICLE XII. TERMINATION

This agreement may be terminated, with or without cause, by the University upon five days written notice to the other party. Such notice shall be delivered by certified mail to the other party at the address following that party's signature on the last page of this Agreement. Upon receipt of such notice, the Consultant shall, as notice directs: 1) discontinue all services affected; and 2) deliver to the University all data, reports, summaries, and such other information and materials as may have been prepared for and/or accumulated by the Consultant in performing this Agreement, whether completed or in progress. The Consultant will be compensated for services provided pursuant to this Agreement to the effective date of termination.

## ARTICLE XIII. CHANGES

The University may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by the parties, shall be incorporated by written amendment to this Agreement.

## ARTICLE XIV. CONSULTANT'S LIABILITY

In addition to the liability imposed by law on the Consultant for damage or injury (including death) to persons or property by reason of negligence and/or intentional conduct of the Consultant or any of his/her agents or anyone directly or indirectly employed by them, the Consultant hereby assumes liability for and agrees to save University

ARTICLE XIV. CONSULTANT’S LIABILITY, continued

harmless and indemnify it for every expense, liability, or payment suffered or claimed to have been suffered through any act or omission of the Consultant or any of his/her agents or anyone directly or indirectly employed by them arising in any way from the work called for by this Agreement, including claims related to the conditions of the premises or any part of the premises where any services under this Agreement are performed.

ARTICLE XV. WAIVER OF DEFAULT

Any failure by University at any time, or from time to time, to enforce or require the strict keeping and performance by the Consultant of any of the terms or conditions of this Agreement shall not constitute a waiver by University of a breach of any such terms or conditions in any way, or the right of University at any time to avail itself of such remedies as it may have for any such breach or breaches of such terms or conditions.

ARTICLE XVI. OTHER APPLICABLE LAWS

Any provisions required to be included in a contract of this type by any applicable and valid Federal, State or local law, ordinance, rule, or regulations shall be deemed to be incorporated herein. This Agreement shall be governed by Alabama law. In the event any provision hereof shall be held or construed to be illegal or invalid for any reason, such illegality or invalidity shall not affect the remaining provisions of this Agreement, but same shall be construed or enforced as though the illegal or invalid provision(s) had not been included herein.

ARTICLE XVII. NON-DISCRIMINATION

Neither the University nor Consultant will discriminate against any person in the implementation of this Agreement on the basis of race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, gender identity and expression), genetic information, protected veteran status, disability, or any other status protected under applicable state or federal law.

ARTICLE XVIII. BOYCOTTING ACTIVITIES

By signing this Agreement, the Consultant represents and agrees that he/she is not currently engaged in, nor will he/she engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

ARTICLE XIX. DEBARMENT

The Consultant represents that neither he/she nor his/her employees have been debarred from participating in a third party payor program or local state or federal governmental entity, including but not limited to Medicare and/or Medicaid. Failure to maintain this status may be grounds for immediate termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed and signed this Agreement the day, month, and year first written above.

\_\_\_\_\_  
(Consultant’s Name)

University of South Alabama

\_\_\_\_\_  
(Consultant’s Signature)

By: \_\_\_\_\_  
Contract Officer  
307 University Blvd., N., Room 170  
Mobile, AL 36688

\_\_\_\_\_  
(Consultant’s Address)

\_\_\_\_\_  
J#, if available