

**AGREEMENT FOR PROVISION OF PAID STUDENT  
SERVICES TO THE DEPARTMENT OF ATTORNEY GENERAL**

This Agreement is for the purposes of establishing certain terms and conditions under which temporary services will be provided to the Department of Attorney General.

1. I agree to act in the capacity as an at will temporary student employee for the Department of Attorney General. I further understand that my status may be terminated at any time by the Department of Attorney General.

2. I understand I will receive an hourly wage but will not receive fringe benefits, including health, dental, vision, or other insurance benefits, in exchange for performing services for the Department of Attorney General.

3. I understand that, since I am not a classified state employee, I will not have any employment preference, seniority, recall, or any other right to employment with the Department of Attorney General or State of Michigan when I cease my temporary student employment.

4. The department will reimburse me for any authorized travel expenses performed in conjunction with my temporary employment in accordance with Civil Service or Department of Technology, Management, and Budget travel regulations.

5. I will perform those duties as assigned by the Attorney General, or his designee, generally between the hours of 8:00 a.m. and 5:00 p.m.

6. I will not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled or illegal substance, nor will I use alcohol during the performance of my services. I understand that my temporary student employment status

will immediately be terminated if this provision of the memorandum of understanding is violated.

7. I further understand that I may not use, or authorize the use of, funds, office space, property, stationery, postage, vehicles, equipment, supplies, or any other public resource on behalf of, or in opposition to, any candidate for public office or in favor of, or opposition to, any ballot proposal or proposed ballot proposal. A copy of §57 of the Campaign Finance Act (MCL 169.257) is attached.

8. I agree not to use departmental equipment or resources including, but not limited to, telephones, copiers, fax machines, vehicles, office supplies, computers, internet access, computerized legal research sources, etc., for other than work related purposes. The Information Technology Resources Accepted Use Policy is attached.

9. I understand that the Department of Attorney General retains all intellectual property rights to any document or work product produced by me, and that the Department of Attorney General will not be charged, nor owe payment, for any document or work product I may develop.

10. I will adhere to any guidelines regarding conflicts of interest and reporting potential conflicts set forth by the State of Michigan, Civil Service Commission Rules and Regulations, and by policies of the Department of Attorney General, and any other applicable state policy, statute, or work rule. I further agree that I will comply with all applicable state policies and work rules and statutes, including those prohibiting discrimination and harassment.

11. I understand that many matters dealt with by the Department of Attorney General are confidential in nature and may involve attorney/client privileged issues. I,

therefore, agree not to use, disclose, distribute, or communicate in any form, information with regard to the work of the department, including, but not limited to, information subject to attorney/client privilege. An informational log or paper prepared for academic credit that does not disclose confidential information is permissible. I will provide my supervisor with a copy of any required log or paper. Rule 1.6 of the Michigan Rules of Professional Responsibility is attached.

12. I understand that I may be subject to a background check, including a criminal background check, as the department deems appropriate.

\_\_\_\_\_  
**Employee Signature**

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Division Name**