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SECTION: Human Resources

SUBJECT: Temporary Grant Positions

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Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Jane Jameson
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I. Policy

A. This document sets forth the University of South Carolina policy on temporary grant positions, pursuant to the permanent provisions of the South Carolina State Appropriations Act. This policy permits the hiring of employees to fill temporary grant positions that are specified in federal grants, public charity grants, private foundation grants, contracts, and research grants approved by State authorities.

B. Characteristics of Temporary Grant Positions

1. A temporary grant position does not occupy a permanent FTE. In order to be categorized as a temporary grant position, the position must be funded in full by approved grant funds. No other funds such as state or auxiliary funds, in whole or in part, may be used to pay the salaries and/or benefits of employees occupying temporary grant positions.

2. A temporary grant position may not exist beyond the duration of the grant or any subsequent renewal of it. When the grant or any subsequent renewal ends, temporary grant employees will be terminated and their positions will cease to exist.

3. A standard position description is required for each temporary grant position established, and the appropriate job classification will be determined for each position.

4. Advertising and recruitment for employees to fill temporary grant positions is the same as for permanent employees within established University guidelines.

C. Terms of Employment for Temporary Grant Employees

1. Employees filling temporary grant positions must sign a Temporary Grant Employment Agreement which specifies the terms and conditions of their employment including their entitlement to benefits, if any.

2. Temporary grant employees are considered to be employed at will whether or not the grant under which they are working has expired. This means that temporary grant employees may be terminated at any time without cause, without grievance rights, and without any right to compensation beyond the date of termination. Any unused annual leave earned under the temporary grant employment status will be paid out or forfeited as appropriate under the terms and conditions of the grant.

3. Salary increases for temporary grant employees will be determined on an individual basis. Temporary grant employees are not eligible for automatic salary increases approved by the General Assembly or the University administration.

4. Temporary grant employees will not be entitled to any compensation beyond the date of termination other than for such part of the grant that has been performed.

5. Provided funds for benefits are written into the grant, temporary grant employees may be eligible for the same benefits available to permanent state employees with the exception of permanent or probationary employment status. Benefits may include eligibility for health and dental insurance, annual and sick leave, and retirement benefits. If the employee is eligible and the benefits are funded in the grant, benefits will be administered within established University guidelines.

6. Temporary grant employees will have coverage for worker's compensation and unemployment insurance.

7. Temporary grant employees who have been selected for a position on a different grant must terminate from one position before being hired into the second position. The employee's salary and benefits must be determined in the same manner as for a new employee based on the employee's qualifications and the grant award. Annual and sick leave, if applicable, are not transferable from one grant to another.

D. Changing from Temporary Grant Status to Permanent Status

1. A temporary grant employee may apply for and be considered for employment in a permanent position in the same manner as any other applicant. If hired into a permanent position, the employee's salary from the temporary grant position does not follow the employee into the permanent position. Permanent position salaries will be determined by the hiring department according to established University policies concerning position classification and compensation.

2. Time worked as a temporary grant employee will not count toward state service or the leave base date if the employee enters a permanent position.

3. Unused annual leave earned under temporary grant status will be paid out or forfeited, depending upon funds available in the grant, before the employee enters a permanent position.

E. Changing from Permanent to Temporary Grant Status

1. A permanent employee may be hired through established procedures into a temporary grant position, provided the following conditions are met:

a. The change from permanent employment status to temporary grant status must be voluntary; and

b. Prior to entering temporary grant status, formerly permanent employees must be paid for unused annual and/or compensatory leave earned in the permanent position, in accordance with limits set by University policies and State regulations; and

c. The employee must sign the Temporary Grant Position Agreement to attest to his or her understanding and acceptance of the terms and conditions of employment in temporary grant status.

2. A permanent employee who voluntarily accepts a change of status into a temporary grant position will:

- a. forfeit grievance rights
- b. forfeit permanent state service status
- c. experience a break in service
- d. forfeit all sick leave
- e. forfeit reduction-in-force rights

II. Procedure

A. Establishing a Temporary Grant Position

1. Once the grant has been awarded the department must send the following documentation through administrative channels to the USC Division of Human Resources (Office of Salary Administration) in order to establish a temporary grant position:

- a. a copy of the approved grant or contract award which specifies the beginning and ending date of the award; and
- b. a copy of the account memorandum and budget from the Department of Sponsored Programs and Research (SPAR); and
- c. a copy of the State GS-5 or GS-6 form available from SPAR; and
- d. the Temporary Grant Action form; and
- e. a position description for each position type authorized by the award. If more than one position at the same level and title will be needed, the number of positions should be specified.

2. Upon receipt of the information listed above, the USC Office of Salary Administration will determine an appropriate title based on the duties described in the position description.

3. The USC Office of Salary Administration will notify the Governor's Office of Grant Services of the grant award and the positions to be established. The Governor's Office of Grant Services will forward the request for temporary positions to the South Carolina Office of Human Resources (OHR). OHR will establish all temporary grant positions and will notify USC's Office of Salary Administration when the positions have been established. The USC Office of Salary Administration will then notify the principal investigator of the grant.

4. After notification from the USC Office of Salary Administration, the principal investigator may fill the position following established University policy concerning advertising and recruitment. A PBP-2 hiring packet should be submitted. (NOTE: Temporary grant positions may be advertised while awaiting final approval of the grant award; however, no temporary grant position may actually be established and no employees may be placed on the payroll until all required approvals have been obtained from the grant authority and from OHR.)

B. Salary Determination for Temporary Grant Employees

1. Salaries for temporary grant employees must be based on the individual's education and experience in the related field.

2. Salaries for staff employees in temporary grant positions may not exceed the midpoint of the salary range established by OHR unless a higher salary is specifically approved by the USC Office of Salary Administration. Salaries higher than midpoint may be considered if the successful candidate has exceptionally strong qualifications or if there are other compelling circumstances. Requests for salaries above the midpoint should be submitted in the same format as for a hire-above-minimum request for a permanent employee.

C. Termination of Temporary Grant Employees at End of Grant

1. Two weeks prior to the ending date of the grant, a Notice of Separation (form PBP-7) must be sent by the department to the USC Office of Salary Administration. The termination effective date should be the last day worked, but not later than the grant ending date.

2. Reduction-in-Force plans are not required for the termination of temporary grant employees at the conclusion of the grant.