



<b>Policy Title:</b>	<b>Research Grant, Temporary Grant and Time-Limited Positions</b>
<b>Policy Number:</b>	<b>FAST-252</b>
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<b>Policies Superseded:</b>	
<b>Policy Management Area(s):</b>	<b>Human Resources and Equal Opportunity</b>

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**SUMMARY:**

This document describes the establishment, hiring, compensation, benefits and leave Administration for research grant, temporary grant and time-limited positions at Coastal Carolina University (CCU).

**POLICY:**

**I. DEFINITIONS**

**Covered Employee** - A full-time or part-time employee occupying a part or all of an FTE position who has successfully completed the probationary period and who has grievance rights.

**Full-Time Equivalent (FTE)** - A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds. A full-FTE normally has a standard work hours of 37.5 or 40 hours per week. FTE positions are not research grant, temporary grant, time-limited, temporary, student or intermittent positions.

**Research Grant Position (RGP)** - A type of full-time non-FTE position which is funded by federal grants, private foundation grants, research grants, medical school practice plans,

individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees.

Temporary Grant (TG) - A full-time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant. TG employees are not covered employees.

Temporary Position - A full- or part-time non-FTE position for a period of time not to exceed one year. Refer to FAST-229 Temporary Employment.

Time-Limited (TL) - A full-time non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority. TL employees are not considered covered employees.

## II. POLICY STATEMENTS RELATED TO RESEARCH GRANT, TEMPORARY GRANT AND TIME-LIMITED POSITIONS

- A. Research grant, temporary grant and time-limited positions should be selected for employment through open recruitment. Exceptions to open recruitment require the approval of the Chief Human Resources Officer (CHRO) or designee.
- B. The term of appointment must fall within the period of funding set forth by the non-state appropriated funding source. The position funding must be present for a position to be maintained.
- C. Research grant, temporary grant and time-limited positions must be established and approved prior to filling. Positions established should be full-time. If the positions are not full-time, refer to FAST-229 Temporary Employment for guidance.
- D. Individuals employed in research grant, temporary grant and time-limited positions are deemed at-will employees and will not be considered for either probationary or covered status. Research grant, temporary grant and time-limited positions are exempt from State Employee Grievance Procedure Act and the University's progressive discipline process.
- E. Research grant, temporary grant and time-limited positions do not have rights or privileges under the University's reduction-in-force policy.
- F. Employment in a research grant, temporary grant or time-limited position does not guarantee future employment.
- G. Employees in the categories of research grant, temporary grant and time-limited are expected to comply with University policies and procedures except where excluded, as specified.

- H. Hires must be made in accordance with the FAST-209 Nepotism and Preferential Treatment policy.
- I. Research grant, temporary grant and time-limited employees should be at least 18 years of age. Refer to FAST-228 Employment of Minors policy for guidance on requesting exceptions in certain circumstances.
- J. Hiring officials should contact CCU's Office of Human Resources (CCU-HR) before hiring an enrolled student into a research grant, temporary grant or time-limited position. Refer to FAST-218 Student Employment policy.
- K. Research grant, temporary grant and time-limited positions should be reviewed through the Other-Funded Position Performance Overview process on an annual basis. This process is intended to provide feedback about the employee's success in carrying out their job responsibilities. **USE OF THIS DOCUMENT DOES NOT CONSTITUTE A CONTRACT NOR DOES IT GUARANTEE EMPLOYMENT CONTINUATION OR REAPPOINTMENT.**

Refer to CCU-HR's website for guidance.

### III. BENEFITS ELIGIBILITY

Certain benefits may only be offered if the non-state appropriated funding source allows for Benefits and funds are available. Other eligibility requirements set forth by the South Carolina Public Employee Benefits Authority (PEBA) must also be met.

The non-state appropriated funding source will be responsible for any employer fringe benefit costs.

### IV. ELIGIBILITY AND ADMINISTRATION OF ANNUAL LEAVE

- A. Annual leave may be offered to employees in research grant, temporary grant and time-limited positions if the non-state appropriated funding source allows for annual leave.
- B. Annual leave accruals and usage will be handled in accordance with state regulations. The customary accrual rate is 9.38 hours per month for 37.5 hour per week positions. Accrual rates may vary, depending on the base period of the position.
- C. Employees may carry over a maximum of 15 days of annual leave from one fiscal year to the next (July 1 through June 30).
- D. Annual leave may be transferred from one contract, project or grant to another, provided that there is no specific restriction in the grant or contract that will not permit such a

transfer, and that the new funding source offers and allows for the acceptance of the annual leave. In no case should the annual leave transferred exceed 15 days.

- E. Research Grant, Temporary Grant and Time-Limited employees cannot be paid for unused leave when their employment or the contract, project or grant ends.
- F. If a research grant, temporary grant or time-limited employee moves to an FTE position, accrued annual leave cannot be carried over to the FTE position.

## V. ELIGIBILITY AND ADMINISTRATION OF SICK LEAVE

- A. Sick leave may be offered to employees in research grant, temporary grant and time-limited positions if the non-state appropriated funding source allows for sick leave.
- B. Sick leave accruals and usage will be handled in accordance with state regulations. The customary accrual rate is 9.38 hours per month for 37.5 hour per week positions. Accrual rates may vary, depending on the base period of the position.
- C. Employees may carry over a maximum of 15 days of sick leave from one fiscal year to the next (July 1 through June 30).
- D. Sick leave may be transferred from one contract, project or grant to another, provided that there is no specific restriction in the grant or contract which will not permit such a transfer, and that the new funding source offers and allows for the acceptance of the sick leave. In no case should the sick leave transferred exceed 15 days.
- E. Research Grant, Temporary Grant and Time Limited employees cannot be paid for unused sick leave when their employment or the contract, project or grant ends.
- F. If a research grant, temporary grant or time-limited employee moves to an FTE position, accrued sick leave cannot be carried over to the FTE position.

## VI. RESEARCH GRANT, TEMPORARY GRANT AND TIME-LIMITED POSITION COMPENSATION

- A. Research grant, temporary grant and time-limited positions should be paid in accordance with FAST-216 Minimum Wage and Overtime policy and federal/state laws.
- B. Hiring rates for research grant, temporary grant and time-limited positions should consider factors such as job duties to be assigned, relevant experience and qualifications, comparable positions, and market data for the occupational area. The hire rate should not exceed what is available and allowable by the non-state appropriated funding source.

- C. Salary increases should consider factors such as job duties to be assigned, relevant experience and qualifications, comparable positions, and market data for the occupational area. Any salary increase should not exceed what is available and allowable by the non-state appropriated funding source.
- D. Legislative increases awarded to FTE employees do not apply to research grant, temporary grant or time-limited positions.

## VII. RELATED POLICIES

- A. FAST-209 Nepotism and Preferential Treatment
- B. FAST-216 Minimum Wage and Overtime Compensation
- C. FAST-218 Student Employment
- D. FAST-228 Employment of Minors
- E. FAST-229 Temporary Employment