

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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**Purpose**

The purpose of this procedure is to outline the process for the selection of sponsored project personnel, for notification of project personnel of annual leave status and for verifying that the work performed by a project employee was performed in support of the sponsored project from which the salary was paid.

**Procedure**

- A. The supervising administrator of a sponsored project is responsible for ensuring that the selection of full-time, regular part-time and temporary sponsored project personnel is conducted in the manner as outlined for regular College personnel in the Administrative Procedures Manual.
- B. The supervising administrator is responsible for forwarding the Recommendation to Hire with all necessary documents to the Chief Human Resource Officer (CHRO), or designee, three (3) days prior to the beginning date of employment.
- C. The supervising administrator is responsible for discussing the period of employment and the terms of employment with the employee prior to recommending him/her for employment.
- D. Special attention must be paid to terms of employment subject to performance-based contract projects. The employee's salary should not be discussed except as noted on the position job posting. To ensure budget availability, the supervising administrator will consult with the Chief Human Resource Officer, or designee, to obtain an approved entry salary range consistent with the College Pay Plan and project guidelines. The supervising administrator will be authorized to negotiate an entry salary within that range, favoring the lower end where possible.
- E. The maximum term of employment for an individual hired for sponsored projects, grants or contracts shall be limited to the period of the project, grant or contract. The period so referenced shall not constitute a guarantee of employment.
- F. Original funding extension, amendment or refunding of a particular project, grant or contract shall constitute a new term of employment as provided in paragraph (E) above and as recommended by the project, grant or contract administrator.
- G. Full-time employees whose positions are funded by a sponsored project, grant, contract or other non-general operating fund source shall receive the same benefits of employment as other full-time employees (subject to item H).
- H. Funding for the payment of eligible sick and annual leave accruals shall be provided by the sponsored project, grant or contract, when allowable. Employees working in positions funded by grants that do not allow annual leave accounts are not eligible to carry forward leave from one fiscal year to the next, and those employees should be advised to use their accrued leave throughout the year. The Vice

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President of Business Services is authorized to approve exceptions to the leave carry-forward restriction when the employee taking leave at the end of the year creates a hardship for the college.

- I. The administration shall establish a terminal pay liability fund pool sufficient to cover leave accumulation issues, as appropriate.
  
- J. The supervising administrator of federally funded projects is responsible for preparing the [Verification of Work Performed](#) form for part-time employees or the [Monthly Time and Effort](#) form for full-time employees, which will serve as salary certification as required by applicable federal regulations. The purpose of the form is to obtain affirmation from the supervising administrator that the subject work was performed in support of the grant from which the salary was paid. This form must be completed and forwarded to the Project Accounting Officer by the 10<sup>th</sup> of the month, or when the project ends, whichever is sooner.
  1. The Project Accounting Officer will verify the receipt of this form for each full-time federally funded employee and maintain the official College record for these forms for the required retention period of five (5) federal fiscal years.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: October 19, 2011, September 16, 2014, January 20, 2015, October 17, 2016