

INSTITUTIONAL DIRECTIVE 6-10

July 28, 2008

Title: Establishment of Positions to be Funded with Grant Funds

I. Purpose

To set forth information, policy and procedure for establishing positions to be funded with grant funds.

II. Policy

It is the policy of Piedmont Technical College to permit the establishment of temporary grant positions, pursuant to state law, and/or permanent and temporary provisions of the South Carolina State Appropriations Act. This policy permits the hiring of employees to fill such positions as specified in federal grants, public charity grants, private foundation grants, contracts, and research grants approved by State authorities.

Employees hired in a temporary status are employed at will and do not have grievance rights, reduction in force rights nor any other benefits normally associated with permanent employment.

III. Procedure

When applying for grant funds, once the personnel requirements are known, the supervisor must complete a position description on the appropriate form and submit it to the Personnel Office for processing and forwarding to State Human Resource Management Division to request establishment of the position. An authorized position and salary approval is required prior to making any commitment to hire.

Temporary employees are employed following the established hiring procedure contained in institutional directives. Although temporary employees are not entitled to benefits of permanent employment, they do have the option of joining State Retirement System providing funds are available in the grant award to pay the employer's portion for the member.

Office of Responsibility: President

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