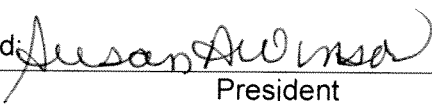


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	TEMPORARY GRANT POSITIONS/ EMPLOYMENT	Procedure Number: 3-1-105.1
Institutional Authority:	President	
Associated SBTCE Policy/Procedure:	8-2-108.1	
Governing ATC Policy:	3-1-105	

Approved:   
President

  
Vice President of Administrative Services

Date Adopted: 07/01/2004  
Date Revised:

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

I. Use of Temporary Grant Positions

All grants will be staffed with temporary grant positions. Additionally, any expansion in staffing to existing grants will be handled in a similar manner. Also, current permanent positions that are vacated will be reestablished as temporary grant positions for the duration of the grant period.

II. Characteristics of Temporary Grant Positions

- A. A temporary grant position does not occupy an FTE position. In order to be categorized as a temporary grant position, the position must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a Federal grant. No other funds, in whole or in part, may be used to pay the salaries and/or benefits of employees occupying temporary grant positions.
- B. 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 the position will cease to exist.

- C. A position description is required for each temporary grant position established. The appropriate job classification will be recommended by the College's Human Resources Director for review and concurrence by SBTCE.
- D. Advertising and recruitment for employees to fill temporary grant positions is the same as for FTE employees as outlined in the Selection Process Manual.

### III. Establishing a Temporary Grant Position

- A. Once the grant or contract has been awarded and approval received from the State Budget and Control Board, the Human Resources Director must be notified by the functional area to complete the Office of Human Resources Request for Temporary Grant Action form. The Human Resources Director must submit all appropriate documentation to the State Board for Technical and Comprehensive Education, Human Resource Services (HRS) in order to establish a temporary grant position. The documentation must include the following:
  - 1. A copy of the approved grant or contract award which specifies the beginning and ending date of the award;
  - 2. Two copies of the 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;
  - 3. Documentation of inclusion or exclusion of funding for benefits. A list of benefits should be included when funded.
- B. Upon receipt of the information listed above, the State Board for Technical and Comprehensive Education HRS will review and concur to assure appropriateness of the recommended class title based on the duties described in the position description.
- C. The SBTCE HRS will notify the State Budget and Control Board's Office of State Budget of the positions to be established. The Office of State Budget will forward the request for temporary positions to the State Budget and Control Board's Office of Human Resources (OHR). OHR will establish all temporary grant positions and will notify SBTCE HRS when the positions have been established. The SBTCE HRS will then notify the College of the establishment of the temporary grant position(s).
- D. After notification, the College may fill the position within established procedures.

#### IV. Temporary Grant Position Renewal

- A. Ensure through the local college grant office that the grant has been renewed and that sufficient funding exists for the position(s).
- B. Once funding has been confirmed, the local Human Resources Office submits the request for temporary grant form in accordance with Section III above. (Check renewal characteristics of temporary grant positions).
- C. If the grant renewal allows funding for a new position, two copies of a newly created position description are to be included in the documentation submitted to the System Office Human Resource Services.

#### V. Terms of Employment for Temporary Grant Employees

- A. Employees filling temporary grant positions must sign a Temporary Grant Employment Appointment which specifies the terms and conditions of their employment including their entitlement to benefits, if any.
- B. 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 in those cases where the grant provided funding for benefits. Any unused sick leave and any compensatory time earned will be forfeited.
- C. 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.
- D. Temporary grant employees may be eligible for the same benefits available to employees filling FTE positions with the exception of covered or probationary employment status, if funding for benefits is provided in the grant. Benefits may include, but are not limited to, eligibility for health and dental insurance, annual and sick leave, and State retirement benefits, which are to be administered within established College guidelines. Bonus leave earnings are optional based on availability of grant funds.
- E. Temporary grant employees who have been selected for a position under 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 any new employee. Annual and sick leave, if applicable, are not transferable from one grant to another.

- F. Temporary grant employees will have their performances evaluated in keeping with policies and procedures governing the processes used for similarly situated employees filling FTE positions.
- G. The College President has authority to decide whether services in a temporary grant position may be counted toward the completion of the required probationary period for an FTE position.

## VI. Compensation

The State Board's Executive Director/System President, delegates authority for pay actions to the College's President. All proposed pay actions shall be reviewed by the Human Resources Director and/or the SBTCE to ensure that requested pay actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated pay actions are subject to audit by SBTCE. The Executive Director/System President, reserves the right to withdraw delegation authority from an individual College based upon non-compliance with SBTCE system procedures. The South Carolina Constitution prohibits any retroactive payment of salary increases. Therefore, approval of requested pay actions must be accomplished prior to the desired effective date of the action.

### A. Salary Determination for Temporary Grant Employees

The College President may approve the establishment of a beginning salary up to the maximum of the salary range based on available funding. Salaries for employees in temporary grant positions shall be determined through an assessment of the individual's education and experience in the related field and consideration of internal salary equity.

### B. Salary Increases

Temporary grant employees are not entitled to receive general base pay or legislative merit increases unless such increases are funded by the grant. All other salary increases for temporary grant employees will be determined in the same manner as for employees filling FTE positions, provided funds are available in the grant.

## VII. Changing from an FTE to Temporary Grant Status

- A. An employee in an FTE position may be hired into a temporary grant position, provided the following conditions are met:
  - 1. The change from FTE employment status to temporary grant status must be voluntary;

2. Prior to entering temporary grant status, the FTE employee must be paid for unused annual leave earned in the FTE position; and
  3. The employee must sign the Temporary Grant Employment Appointment to attest to their understanding and acceptance of the terms and conditions of employment in temporary grant status.
- B. An employee in an FTE position who voluntarily accepts a temporary grant position will;
1. Forfeit grievance rights.
  2. Forfeit covered state service status.
  3. Experience a break in service.
  4. Forfeit all sick leaves.
  5. Forfeit reduction in force rights.
- VIII. Changing from Temporary Grant Status to an FTE Status
- A. A temporary grant employee may apply for and be considered for employment in an FTE position in the same manner as any other applicant. There is no guarantee or obligation to compensate a temporary grant employee at the same rate of pay when offering employment to an FTE position. Salary recommendation for FTE employment situations will be determined in accordance with applicable State Board for Technical and Comprehensive Education guidelines and Aiken Technical College policies and procedures.
  - B. The College President decides whether continuous satisfactory service worked as a temporary grant employee may count toward either the attainment of covered status or the accrual of service for bonus leave purposes. Discretion should be exercised in a manner to ensure that all similarly situated employees are treated consistently and equitably.
  - C. If the grant provides funding for benefits, any unused annual leave earned under temporary grant status will be paid out before the employee enters an FTE position. Any sick leave accrued and/or any compensatory time earned will be forfeited.
- IX. Termination of Temporary Grant Employees at End of Grant
- A. Written notification should be given to the affected employees by the College prior to ending date of the grant. The termination effective date should be the last day worked, but not later than the grant ending date.

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

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		