

Procedures for Establishing, Filling, and Terminating Research Grant and Time-Limited Positions

Establishing a Research Grant Position

1. The Department sends an online position description to the USC Office of Salary Administration.
2. Upon receipt of the request, the USC Office of Salary Administration will determine an appropriate classified or unclassified code based on the duties described in the position description and will establish the research grant position.
3. The Department's HR contact will be notified.

Establishing a Time-Limited Position

1. The Department should contact the USC Office of Salary Administration when considering the use of time-limited positions. Certain forms and documents are required by the State Budget Division of the Budget and Control Board. USC's Office of Salary Administration will coordinate with the Department and the State Budget Division of the Budget and Control Board to seek approval for the time-limited project.
2. The Department then sends an online position description to the USC Office of Salary Administration with the completed forms and documents. Once approval is received from the State Budget Division, the USC Office of Salary Administration will notify the Department of the appropriate classified or unclassified code for the position and will establish the position according to procedures required by the State.

Filling a Research Grant or Time-Limited Position

1. The Department HR representative may then advertise the position following University policy concerning advertising and recruitment through USC Jobs. A background check should be completed as required.
2. An [Employment Checklist for FTE, Research Grant, Time-Limited & Temporary Positions](#) should be completed with all required forms attached and should be routed through the University's Employment Office to the Office of Salary Administration when the position is filled.
3. Employees filling research grant and time-limited positions must sign a [Research Grant/Time-Limited Employment Agreement](#) that specifies the terms and conditions of their employment including their entitlement to benefits, if any.
4. For staff employees, salaries higher than the advertised rate may be considered if the successful candidate has exceptionally strong qualifications or if there are other compelling circumstances. Requests for salaries above the advertised rate should be sent to the Office of Salary Administration in the same format as for a hire-above-minimum request for an employee in a FTE position.
5. If the prospective employee is a foreign national, the work authorization and/or compensation must be approved in advance by the USC Office of Salary Administration in consultation with the Office of International Support for Faculty and Staff.

6. An employee in a research grant or time-limited position may work part-time for additional compensation in a different position not related to the employee's primary position. To seek approval for additional compensation, both the home department and the requesting department must complete the [Additional Compensation \(Multiple Assignment\) Request for Research Grant/Time-Limited Positions](#) form.

Separating a Research Grant or Time-limited Employee/Position – End of Employment Agreement

1. Two weeks prior to the ending date of the agreement, a [Notice of Separation \(PBP-7-SEP\)](#) must be sent by the Department to the USC Office of Salary Administration to separate the employee. The separation effective date should be the last day worked, but no later than the agreement ending date.
2. A reduction-in-force plan is not required for the separation of a research grant or time-limited employee at the conclusion of the agreement.
3. Upon expiration of the time-limited project, the Department should work with the USC Office of Salary Administration to communicate with the State Budget Division that the project has ended.