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SECTION: Human Resources  
SUBJECT: Research Grant or Time-limited Positions  
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Procedure for: All Campuses  
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I. Policy

- A. This document describes the uses, establishment, and terms of employment for research grant positions pursuant to Section 59-101-630 of the South Carolina Code of Laws and time-limited positions pursuant to Section 8-11-196 of the South Carolina Code of Laws.
- B. Uses and Establishment of Research Grant Positions
1. Research grant positions are non-FTE positions established to support the opportunities for economic development presented through the expansion of research activities.
  2. Research grant positions may be funded by federal grants, public charity grants, private foundation grants, research grants, medical school practice plans, individual private gifts, externally generated revenue for service or testing activities, and grant generated revenue, or a combination of these funding sources.

3. State appropriated funds may not be used to fund any portion of research grant positions.
4. Research grant positions may be established using other funds during the proposal development or pre-award stages of grant funding in anticipation of specific grant or project funding.
5. Research grant positions may be established for multiple years; however, they may not exist beyond the duration of the funding for the project or grant or any subsequent renewal. At the discretion of the University, other funds may be used to fund continued employment between the expiration of one grant and the subsequent renewal of the same or similar grant, or the award of an additional grant. When funding for the project or grant ends or is insufficient to continue, research grant employees must be terminated and their positions will cease to exist.

C. Uses and Establishment of Time-Limited Positions

1. Time-limited positions are non-FTE positions established to perform work directly associated with a time-limited project. Time-limited projects are specific work products or services provided by a state agency or by one state agency to another state agency, local government, or other public or private entity over a specified time period as a contractual agreement.
2. Time-limited positions may be funded by time-limited funds for a specified project. These funds may be Federal, State, or Other.
3. Time-limited positions, employees, and the conditions of their employment must be reported to the Budget and Control Board.
4. Time-limited positions must be limited to and must not exist beyond the duration of the time-limited project or subsequent renewal of it. However, at the discretion of the University, other funds may be used to fund continued employment between the expiration of one time-limited project and the subsequent renewal of the same or similar time-limited project. When the time-limited project, or subsequent renewal ends, time-limited project employees must be terminated and their positions will cease to exist.

D. Terms of Employment for Employees in Research Grant or Time-limited Positions

1. Employees in research grant and time-limited positions are employed at-will and do not have grievance rights afforded to state employees covered by the State Employee Grievance Procedures Act or faculty of the University. Employees in research grant or time-limited positions may be terminated at any time with or without cause.

2. All federal laws are applicable to employees in research grant and time-limited positions.
3. Hiring Salaries will be determined based on factors including but not limited to education, work experience, and internal and external market conditions. Employees in research grant or time-limited positions are eligible for various salary increases if funding permits. However, they are not eligible for general or merit pay increases as awarded by the General Assembly. These employees are not entitled to compensation beyond the date of termination other than for the part of the grant that has been performed. However, internationals hired as H-1B employees must have the cost of return travel paid to their last country of residence abroad when terminated prior to the ending date of their H-1B status with the University.
4. Employees in research grant or time-limited positions who have been selected for another research grant or time-limited position or who are being hired into an FTE position must terminate from one position before being hired into the second position.
5. Employees in research grant or time-limited positions may be eligible for the same benefits available to state employees in FTE positions with the exception of covered or probationary employment status, provided funds are allocated within the grant/project, or that grant-generated revenue is used. Benefits may include eligibility for health, vision and dental insurance, annual and sick leave, other paid leave, paid holidays, and retirement benefits. These employees will receive unemployment insurance and workers' compensation. **If benefits are provided to the employee, all benefits will be administered within established University policies and guidelines.**

\*\*Internationals hired as H-1B employees must be provided benefits equal to those allowed for U.S. workers.

Exception: Time worked in a research grant or time-limited position does not count toward state service time if hired into an FTE position (i.e. for purposes of determining bonus leave accrual or for state service recognition). However, time worked as a research grant or time-limited employee at the University of South Carolina may be counted toward the leave accrual date upon moving into another research grant or time-limited position without a break in employment. In addition, research grant and time-limited employees are not eligible to participate in the Leave Transfer Pool.

6. Employees moving from an FTE position into a research grant/time-limited position or from a research grant/time-limited position into an FTE position may not transfer unused sick or annual leave. Employees forfeit unused sick leave hours and are paid for unused annual leave in accordance with HR 1.03 Annual Leave, if funds are available.

7. Employees moving from one research grant/time-limited position to another research grant/time-limited position may transfer unused sick and annual leave if the gaining grant or project is able to accept the leave hours. If the gaining grant is unable to accept the leave hours, employees forfeit unused sick leave and may be paid for unused annual leave in accordance with HR 1.03 Annual Leave, depending upon the allocation of funds for this purpose.
8. If a nonexempt employee moves from one grant to another or to an FTE position, the employee must be allowed to use all accrued compensatory time or be paid for all such time by the losing department prior to the employee being promoted or reassigned.
9. Employees in research grant or time-limited positions should be given feedback using the Performance Feedback Assessment for Non-Covered Employee form or other feedback tool.
10. Employment in H-1B status is both employer and position specific. Reassignment to a new department may require action through the Labor Department and Immigration. Consult with the Office of International Support for Faculty and Staff prior to changes in the terms, conditions or location of employment.
11. An employee in an FTE position who is covered by the State Employee Grievance Procedures Act and who voluntarily accepts a research grant or time-limited position will:
  - i. Forfeit grievance rights;
  - ii. Forfeit covered status;
  - iii. Experience a break in service;
  - iv. Forfeit unused sick leave; and
  - v. Forfeit reduction-in-force rights.

## II. Procedures

Procedures, forms, and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

## III. Reasons for Revision

- Created two sections to separate and clarify the authority for and requirements regarding research grant positions from those for time-limited positions.
- Revised the sections addressing the transfer of annual and sick leave when an employee moves from a research grant position into an FTE position or vice versa to be compliant with State guidelines and other University policies.
- Removed procedural information.