**3356-7-43 Externally funded professional/administrative staff.**

Previous Policy Number: 7021.04

Responsible Division/Office: Human Resources

Responsible Officer: VP for Finance and Administration

Revision History: March 1999; September 2001; October 2010;

April 2013; June 2013

Board Committee: University Affairs

**Effective Date:** **June 12, 2013**

Revision: September 2016

Next Review: 2018

(A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described university procedures. Personnel actions will become effective upon approval by the board of trustees.

The university employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members.

(B) Parameters.

(1) The university employs persons whose positions are   
 externally funded through research grants, endowments,   
 and other non-university sources. These positions are   
 identified as full or part-time professional/administrative   
 staff and are typically temporary in nature.

(2) These employees are not placed in a university salary plan (see rule 3356-7-40 of the Administrative Code), but are eligible for benefits of the professional/administrative staff, including fringe benefits (see rules 3356-7-31 to 3356-7-34 of the Administrative Code), vacation leave (see rule 3356-7-09 of the Administrative Code), sick leave (see rule 3356-7-13 of the Administrative Code), and distinguished service awards (see rule 3356-7-27 of the Administrative Code), as determined by the FTE unless otherwise noted herein.

(3) Externally funded full-time professional/administrative staff who are awarded a distinguished service award will be eligible for a stipend of two thousand dollars. The distribution of this award will be contingent on the funding source. Recipients will receive either a cash stipend in the full amount or a one-thousand-dollar stipend and one thousand dollars added to the base salary in the following contract year.

(4) For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.

(5) Instructional specialist(s) employed at the rich center for autism are not eligible to accrue vacation leave.

(6) Each full-time employee in an instructional specialist position may convert two sick leave days per contract year to personal days. Each part-time employee may also convert one sick leave day per year.

(C) Procedures.

(1) Recruitment to fill externally funded professional/administrative   
positions must be authorized by the appropriate divisional executive officer. Recruitment activities must conform to the affirmative action procedures (see rule 3356-2-02 of the Administrative Code).

(2) The offer of employment is extended by the office of human resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.

(3) The office of human resources prepares the official offer of  
 employment.

(4) Externally funded professional/administrative staff are excluded

from collective bargaining.

(5) Part-time externally funded professional/administrative staff are

employed on an FTE basis, assuming a forty-hour workweek.

(6) Externally funded professional/administrative staff are informed at   
the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases, employment is terminated upon a two-week notice.

(7) Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the chief­ human resources officer by June thirtieth of each year. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

(8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board; however, professional/administrative staff (except those covered under rules 3356-9-01 and 3356-9-02 of the Administrative Code) may begin employment prior to approval by the board.