

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 (PD) through USC Jobs Online to the Classification and Compensation (Class & Comp) Office.
2. Upon receipt of the request, the Class & Comp office will determine if an appropriate classified or unclassified PD has been identified based on the duties described in the PD 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 Class & Comp Office 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 PD through USC Jobs Online to the Class & Comp Office with the completed forms and documents uploaded to the documents section. Once approval is received from the State Budget Division, the Class & Comp Office will establish the position within USC Jobs according to the 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. A Hiring Proposal should then be completed in USC Jobs Online to fill the position.
3. Employees filling research grant and time-limited positions must sign an offer letter 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. When the Hiring Proposal is processed, requests for salaries above the advertised rate should be routed to the Class & Comp Office in the same format as 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 Class & Comp Office in consultation with the International Support for Faculty and Staff Office.

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 Class & Comp Office 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 Class & Comp Office to communicate with the State Budget Division that the project has ended.