



## SCDC POLICY/PROCEDURE

**NUMBER: ADM-11.23**

**TITLE: TEMPORARY GRANT/TIME-LIMITED PROJECT EMPLOYEES**

**ISSUE DATE: *July 10, 2014***

**RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES**

**OPERATIONS MANUAL: ADMINISTRATION**

**SUPERSEDES: ADM-11.23 (January 1, 2007) (July 1, 2004), Change Memorandum #1, dated March 1, 2006**

**RELEVANT SCDC FORMS/SUPPLIES: 16-30, 16-31**

**ACA/CAC STANDARDS: 4-ACRS-2A-06, 4-4060**

**STATE/FEDERAL STATUTES: NONE**

**THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE:** To provide guidelines for employing individuals using grant, revenue, and other funds.

**POLICY STATEMENT:** To promote fiscal responsibility, the Agency will employ individuals in temporary grant and/or time limited positions using grant, revenue, and other funds. Employees occupying these positions will be selected, will receive compensation and benefits, and will be terminated/cleared in accordance with all applicable SCDC policies/procedures, American Correctional Association Standards, and state and federal statutes. (4-ACRS-2A-06, 4-4060)

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**SPECIFIC PROCEDURES:**

## 1. DEVELOPMENT AND RESPONSIBILITY:

1.1 Staff assigned to the Grants Accounting Section, Division of Finance, will be responsible for:

1.1.1 Coordinating the approval of any grants awarded or contracted with the SCDC (that involve the establishment of positions) with the **Grants Administrator, Division of Finance**, or designee and the **Branch** Chief, Classification and Compensation, or designee, **to establish positions once the grant has been approved** in accordance with SCDC Policy/Procedure ADM-15.09, "Grant Management"; and

1.1.2 Forwarding SCDC Form 16-31, "Temporary Grant/Time Limited Information," through the **Budget and Planning Branch** (to obtain a SCDC position number) to the **Division of Human Resources, Branch** Chief, Classification and Compensation, or his/her designee **(to obtain a SCEIS position number)**. Information to be included on the form by staff of the Grants Accounting Section will be as follows:

- the grant name (only if temporary grant position);
- the funding period;
- the hours per week;
- the budgeted salary (hourly/salaried);
- **SCEIS cost assignment, grant number, fund, cost center, functional area, and general ledger account;**
- the **legacy** budget unit;
- the **legacy** program code;
- the **legacy** budget class; and
- any additional benefits stipulated in the approved grant or contract. (4-ACRS-2A-06, 4-4060)

1.2 The **Grants Administrator, Division of Finance**, or designee will be responsible for submitting a "Request for Temporary Grant or Time Limited Position Action" **to the Office of State Budget, S.C. Budget and Control Board**, for approval.

1.3 **The Grants Accounting Section will notify the Division of Human Resources, Branch** Chief, Classification and Compensation, **of the new positions to be established in SCEIS upon notification from the Office of State Budget that the grant has been approved.**

1.4 The **Branch** Chief, Classification and Compensation, **or designee and the Grants Administrator, Division of Finance, or designee, will coordinate with the project manager the completion of Position Action Request (SCDC Form 16-119) to include required position description(s) for each new position and obtain appropriate approvals through the appropriate Deputy Director and the Deputy Director for Administration** in accordance to Agency policy and guidelines.

1.5 **The Branch Chief, Classification and Compensation, will coordinate with the Budget and Planning Branch the establishment of positions in SCDC legacy system, position management, and the South Carolina Enterprise Information System (SCEIS).**

1.6 **Once the positions are established in SCDC legacy system, position management, and SCEIS, the Grant Accounting Section/designee will be notified of position information and will in turn notify the appropriate Warden/Division Director of the approved positions(s). To fill Temporary Grant positions, the Request to Fill-Temp/Temp Grant/Time Limited Position Memorandum must be completed and submitted with the Position Action Request (SCDC) as identified in Section 1.4, above.**

1.7 The **Branch** Chief, Classification and Compensation, or his/her designee will be responsible for **delimiting and** notifying the State Human Resources **Division** when a temporary **grant**/time limited project is to be **delimited**.

1.8 The **Branch** Chief, Classification and Compensation, or designee in coordination with the Director, Division of Finance/designee must track and coordinate the renewal of temporary grant/time limited project positions with the State Human Resources **Division**.

## 2. EMPLOYMENT OF TEMPORARY GRANT/TIME LIMITED PROJECT EMPLOYEES:

2.1 The Project Director (as stipulated in SCDC Policy/Procedure ADM-15.09, "Grant Management") will be responsible for **notifying the Grants Accounting Section** which pay and benefits **are to be assigned to the position, if any**.

2.2 The appropriate Employment Recruiter, Recruiting and Employment Services Branch, will ensure that the temporary grant/time limited project employee(s) reads, understands, and signs "a Temporary Grant Agreement/Time Limited Agreement." The selected individual should receive a copy of the agreement and the original signed agreement will be placed in the individual's official personnel file. (4-ACRS-2A-06, 4-4060)

2.3 The temporary grant/time limited project employee will be paid in accordance with the Temporary Grant/Time Limited Information Form, SCDC Form 16-31, and the Temporary Grant/Time Limited Agreement.

2.4 Temporary grant/time limited project employees will be provided with only those benefits identified on SCDC Form 16-31. (See also Section 1.1.2, above.)

2.5 Employment in a temporary grant/time limited project position is for a specified time and will continue while grant funds or other funds are available. The SCDC may terminate the individual's employment at any time following written notification to the employee. The Director, **Division** of Human Resources, will be responsible for such written notification and will provide a copy of this notification to the following:

- Division of Finance;
- Project Director; and
- Division Director or Warden under whose area of responsibility the temporary grant/time limited project position is assigned.

2.6 Corrective action may be taken against temporary grant/time limited project employees who commit infractions pursuant to SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action."

2.7 Upon expiration of funds and/or notification of termination, a temporary grant/time limited project employee may not grieve the termination. (See SCDC Policy/Procedure ADM-11.05, "Reduction in Force (RIF)," and SCDC Policy/Procedure ADM-11.02, "Employee Grievance and Appeals," for more information.)

2.8 Upon termination, a temporary grant/time limited project employee will be responsible for following the Agency's clearance procedures. (See SCDC Policy/Procedure ADM-11.11, "Employee Termination and Clearance," for more information.)

2.9 Should a temporary grant/time limited project employee accept employment in a permanent (**FTE**) position, the salary and benefits for the new position will be established in accordance with SCDC Policy/Procedure ADM-11.03, "Employee Compensation," and all applicable state statutes for newly hired employees. The length of employment in the temporary grant/time limited position will not be credited as prior state service. **The temporary grant/time limited project employee will be paid out any unused annual leave and will forfeit unused sick leave.**

2.10 Should an employee in a permanent position (FTE) accept a temporary grant/time limited project position, s/he must be paid for any accrued annual leave and will be paid in accordance with SCDC Policy/Procedure ADM-11.08, "Employee Leave."

## 3. DEFINITIONS:

**Temporary Grant Employee** refers to a full or part time employee who does not occupy a FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant and who is not a covered employee.

**Time Limited Project Employee** refers to a full-time or part-time employee who does not occupy an FTE position who is hired to fill a position with time-limited project funding (funded by revenue or other funds) approved or authorized by the appropriate State authority, and who is not a covered employee.

**SIGNATURE ON FILE**

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**s/Bryan P. Stirling, Director**

**ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.**