
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the process for the selection of sponsored project personnel, for notification of project personnel of annual leave status and for verifying that the work performed by a project employee was performed in support of the sponsored project from which the salary was paid.

Procedure

- A. The supervising administrator of a sponsored project is responsible for ensuring that the selection of full-time, regular part-time and temporary sponsored project personnel is conducted in the manner as outlined for regular College personnel in the Administrative Procedures Manual and the executed project/grant agreement.
- B. The supervising administrator is responsible for forwarding the appropriate personnel action form with all necessary documents to the Chief Human Resource Officer (CHRO), or designee. All candidates recommended for employment shall submit to pre-employment requirements for criminal history background reviews, drug screening (if applicable) and reference checking and have the results received and reviewed before commencing employment. Current employees who apply for transfers or advancement opportunities shall meet the same requirements as external applicants for employment. Candidates shall be screened through the E-Verify system, or functional equivalent.
- C. The supervising administrator is responsible for discussing the period of employment and the terms of employment with the employee prior to recommending them for employment.
- D. Special attention must be paid to terms of employment subject to performance-based contract projects. To ensure budget availability, the supervising administrator will consult with the Associate Controller of Project Budget and Accounting, to obtain an approved entry salary range consistent with the College Pay Plan and the project/grant executed agreement. The supervising administrator shall communicate an entry salary within that range to a member of the Office of Human Resources Talent Acquisition Team who shall make the formal offer to the successful candidate.
- E. The maximum term of employment for an individual hired for sponsored projects, grants or contracts shall be limited to the period of the project, grant or contract. The period so referenced shall not constitute a guarantee of employment. Additional positions or position eliminations outside of the stated project/grant agreement require prior approval from the grantor.
- F. Original funding extension, amendment or refunding of a particular project, grant or contract shall constitute a new term of employment as provided in paragraph (E) above and as recommended by the project, grant or contract administrator.
- G. Full-time employees whose positions are funded by a sponsored project, grant, contract or other non-general operating fund source shall receive the same benefits of employment as other full-time employees (subject to item H).

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- H. Funding for the payment of eligible sick and annual leave accruals shall be provided by the sponsored project, grant or contract, when allowable. Employees working in positions funded by grants that do not allow annual leave accounts are not eligible to carry forward leave from one fiscal year to the next, and those employees should be advised to use their accrued leave throughout the year. The Vice President of Finance and Administration, or designee, is authorized to approve exceptions to the leave carry-forward restriction when the employee taking leave at the end of the year creates a hardship for the College.
- I. The Vice President of Finance and Administration, or designee, shall establish a terminal pay liability fund pool sufficient to cover leave accumulation issues, as appropriate.
- J. Each month the supervising administrator is responsible for submitting a [Monthly Time and Effort](#) form for all grant employees. Completion, approval and submission of the form will serve as salary certification as required by applicable federal regulations. The purpose of the form is to obtain affirmation from the supervising administrator that the subject work was performed in support of the grant from which the salary was paid. The Monthly Time and Effort form must be completed by the 15th of the month.
- a. The Project Accounting Officer will verify the receipt of this form for each full-time federally funded employee and maintain the official College record for these forms for the required retention period of five (5) federal fiscal years.
- K. The Project Budget and Accounting Office will require each grant staff member to complete an annual Conflict of Interest Disclosure Form to ensure the staff members are in compliance with regulations governing the issuance of grants (APM 02-0213). Grants personnel must complete an annual Conflict of Interest Disclosure Form during the period of the grant award. Once completed, this form is to be returned to the Project Budget and Accounting Office who will maintain the official College record.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: October 19, 2011, September 16, 2014, January 20, 2015, October 17, 2016, December 18, 2024