

3356-7-43 Externally funded university positions.

- (A) Policy statement. The university employs individuals with experience, degrees, and appropriate credentials in positions which are externally funded through research grants, endowments, and other non-university sources (collectively referred to as externally funded positions). These positions are identified as full or part-time positions and are typically temporary in nature. The duration of these positions is dependent on the duration of the corresponding external funding source[s].
- (B) Scope. This policy applies to all full or part-time professional/administrative and classified positions that are fully or partially funded from external sources.
- (C) Parameters.
- (1) Externally funded positions are excluded from collective bargaining. Positions that are funded through a combination of both internal and external resources are considered to be externally funded by employment category and are excluded from collective bargaining.
 - (2) As determined by full-time equivalent hours (FTE) and unless otherwise noted in this policy, externally funded employees are eligible for the same benefits as other similar excluded professional/administrative or excluded classified positions, including, vacation leave, sick leave, and distinguished service awards.
 - (3) Contingent on the funding source, externally funded full-time employees who are awarded a distinguished service award will receive the award amount only as a stipend for the full award amount.
 - (4) For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other similar excluded positions.

- (5) Employees at the Rich center for autism that work according to the Rich center academic calendar are not eligible to accrue vacation leave.
 - (6) Each full-time employee at the Rich center that works according to the Rich center academic calendar may convert four sick leave days per fiscal year to personal days. Each part-time employee at the Rich center for autism that works according to the Rich center academic calendar may convert two sick leave days per fiscal year to personal days.
 - (7) Unless otherwise noted in this policy, all externally funded positions and employees are subject to all university policies, procedures and regulations.
- (D) Procedures.
- (1) Recruitment to fill externally funded positions must be authorized by the appropriate divisional executive officer and adhere to the office of human resources employment processes. ~~Recruitment activities must conform to the affirmative action procedures (see rule 3356-2-02 of the Administrative Code).~~
 - (2) Position announcements/postings for an externally funded position must identify the position as externally funded or contingent on the availability of a funding source.
 - (3) Individuals hired for externally funded positions are informed at the time of hire that their employment is dependent upon external funding and if such funding ceases, employment is terminated.
 - (4) Externally funded professional/administrative employees 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 approvals from the immediate supervisor and the chief human resources officer or designee by May first of each year.

- (5) Unused vacation or sick leave shall not be converted to a cash payment. However, the president or their designee may approve exceptions in instances where the university's grants accounting office has verified that appropriate external funds are available to cover cash payments in accordance with rules 3356-7-09 and 3356-7-13 of the Administrative Code.
- (6) The chief human resources officer will prepare and submit a summary of personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval and/or acknowledgment by the board of trustees. The professional/administrative 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.

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CERTIFIED ELECTRONICALLY

Certification

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Date

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