

Hiring Options for Positions Funded by Grants and Contracts

August 18, 2006

Seven Options

Quick Hiring Options:

The preferred pathway is the Time-Limited Non-teaching EPA Position, if the requirements can be met (see #7 below). Such positions are quick to establish and you can hire immediately at a negotiated salary. For SPA support positions, first use the internal ECU temporary state position process. It is fast, you can choose the candidate, and it is less costly than external temporary agencies. Next, establish a time-limited ECU SPA position with full benefits and holidays and go through the standard recruitment process. The incumbent in the temporary position may apply for the time-limited position and be selected if qualified. The faculty member will be the selecting official.

Best Option in Many Cases

	INTERNAL ECU OPTIONS				EXTERNAL OPTIONS		
	Permanent SPA Position FT/PT	Time Limited SPA Position FT/PT	Time Limited Non-Teaching EPA Position ⁷	Temporary State Position	Temporary Using Temp. Agency Contract ¹	Contracted Services ²	Personal or Professional Services Contract ³
Salary Level	Set by State Regulations	Set by State Regulations	Negotiated	Set by State Regulations	Set by Contract	Flexible & Negotiable	Flexible & Negotiable
Benefits	Yes	Yes	Yes	No	Yes, but levels set by contract ⁴	No. Contracting organization may provide benefits.	No
Insurance Coverage	Yes	Yes	Yes	No	Yes, but levels set by contract	No. Contracting organization may provide benefits.	No
Holidays	Yes	Yes	Yes	No	Yes, but levels set by contract	Determined by Contract	N/A
Permanency of Employment	Permanent	Time Limited	Time Limited	Time Limited	None	Determined by Contract	Determined by Contract
Ease of Establishment	3 Weeks ⁵	3 Weeks ⁵	a few days ⁸	a few days	a few days	variable	variable
Employment Status of Incumbent	ECU Employee	ECU Employee	ECU Employee	ECU Employee	Employee of the Temp. Agency	Employee of contracting Organization. Not ECU Employee	Self-Employed
Ease of Termination of Employee	Takes a Lot of Time	Terminates at end of term ⁶	At Will	At Will	At Will	Determined by Contract	Determined by Contract
To Implement, Contact:	Human Resources	Human Resources	See your Associate Dean for Research ⁸	Human Resources	Materials Management	Materials Management	Materials Management

- The University has a standing contract with local temporary employment agencies to provide temporary support staff on demand. The conditions of employment are set by the contract.
- Contracted Services agreements can be used to obtain services of individuals, primarily specialists or professionals, who are currently employed by a commercial firm or other organization. The contract is with the firm or organization and NOT individuals.
- Professional and Personal Services Contracts are between the University and individuals to provide specific services. These agreements may be used only if the work to be done is specialized and the contractor will be working relatively independently with minimal supervision. [The relationship must pass the 20 factor IRS test to differentiate between an employee and a true independent contractor.]
- These benefits will be benefits from the temp agency and not ECU. They are unlikely to match ECU benefits.
- It takes about 3 weeks to establish the position. Afterwards, the vacancy must be posted and interviews scheduled before the recruitment can be made.
- The termination process is instituted manually. Thus, the position must be monitored to determine when to initiate termination.
- These positions are called professional academic/research support positions. A post-baccalaureate degree or equivalent independent experience is required. **Equivalent independent experience will allow individuals with a bachelor's degree plus relevant experience to be hired.**
- Please complete the one page non-teaching EPA position form (P-86)t and provide answers to the four questions listed on the the form. The form is available at <http://www.ecu.edu/cs-admin/hr/upload/Form%20P-86.pdf>. This type of position is similar to the one used to hire fixed term faculty. If you have a uniquely qualified person identified for the position, you may request a waiver of the advertising requirement.