

## Principal Investigators (PI) Quick guide

PI Toolkit provides additional details and may be located on the Research Foundation's website:

[Homepage - Research Foundation \(odu.edu\)](http://www.odu.edu)

Service Level Agreement: Human Resources and PIs share responsibility for solving issues, interpreting policies and procedures and seeking creative ways to resolve conflict. Consultation on employee/supervisor relations is provided as the need arises or upon request. Communication is required with HR when recruiting, hiring, disciplining, promoting, changing compensation or other employment conditions, and ending employment (prior to communication with the employee). In most circumstances RF procedures are designed to be as consistent with University procedures as possible. However, as a private employer the RF has a different regulatory framework and there are key differences. It is important that you familiarize yourself with the Research Foundation handbook, policies, and procedures.

### **Recruitment:**

- Competitive recruitment is required to hire full time (30+hours) Regular status or Post Doc employee(s). Postings must meet a 10-day minimum posting requirement.
- PI provides a written Position Description and recruitment advertisement(s) form.
- All regular and post-doctoral positions require a minimum of 1 year salary and fringe benefits in the budget. Discretionary accounts may be used as a guarantee, in situations when an award has been granted yet funding not yet received.
- Contact RF HR to begin recruitment and onboard new employees. Employees may not begin work until e-verify process and criminal background check have been completed. Late e-verify completions and non-compliance can result in substantial financial penalties or even debarment.
- All new employees must complete new hire paperwork, PRIOR to starting work. The RF does not enter into employment contracts. RF has 26 pays per calendar year. (University has 24 pay periods.)
- Electronic Payroll Authorization ( ePAS) must be submitted post offer acceptance.

### **Compensation:**

- The Research Foundation maintains a broad band pay structure. It is aligned with the band structure adopted by Old Dominion University.
- Secondary employment approval is required when an ODU employee is recommended to work with the RF. The rate of pay is dependent on the research project and can't be higher than the ODU rate of pay.
- When determining student hourly pay rates, the University's student employment wage scale is utilized.
- When determining temporary pay rates, [O\\*NET Online https://www.onetonline.org/](https://www.onetonline.org/) is utilized.
- Faculty may earn up to 13 weeks of summer pay on the RF payroll, with the exception of H1-b VISA faculty with H1-b VISA, paid at the university rate and not to exceed the summer maximum, including teaching and other university assignments. Conversion is available through the Academic Affairs process.

### **Employee Classifications:**

- Regular – A regular status employee is scheduled to work full-time, 30 hours or more per week.
- Temporary – Temporary status employee works 29 hours per week or more for less than 3 months and cannot be readily fulfilled through use of a student employee.
- Part time - Employees who are scheduled to work less than 20 hours weekly and work may be on-going.

### **Reporting:**

- Time off/annual or sick leave require the submission of a leave form, with signatures of employee and supervisor.
- Work Accidents – Immediate notice should be provided to HR. This includes car rental accidents while in the act of doing RF work. Employee will need to complete the workers' compensation accident report.
- Performance Feedback/Merit Increase – Performance and Pay for regular status employees and postdoctoral associates are reviewed on an annual basis. This may be upon the employee's anniversary date, or project funding renewal date. If an increase is recommended and approved, it will typically be effective for the pay period in which the employee's anniversary date or follow the project funding period.
- PIs aware of a pending termination should request and submit the letter of resignation to RF HR no later than one workday after notice is provided.
- All involuntary terminations require HR review and approval prior to communication with the employee. This includes lack of funding, performance issues and other causes.
- Lack of funding terminations require immediate communication with HR and a minimum of 2 weeks' notice to the employee. Recruitment within 6 months may require a re-call of prior employee. Six months gap is required for any back fill, similar position to be posted, with a new funding source.