



OLD DOMINION UNIVERSITY

Research Foundation

Principal Investigator

Tool Kit

Human Resources Procedural Guide

ODU Research Foundation [Human Resources](#):

Deidre Odom, Human Resources Co-Manager: 757-683-7240

Katie Hanson, Human Resources Co-Manager: 757-683-7249

Victoria Coleman, Human Resources Co-Manager: 757-683-7241

Hollie Sarnoski, Human Resources Generalist / Team Lead: 757-683-7250

Brittany Chin-Bennett, Assistant Human Resources Generalist: 757-683-7239

HR Fax 757-683-6524

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STATEMENT OF PURPOSE

We serve Principal Investigators with skill and character and by honest and intelligent human resource services.

The Research Foundation Human Resources Department serves all Research Foundation employees and their supervisors in the role of consultant on human resources issues and is responsible for the interpretation and implementation of human resources policies and procedures. HR Consultation on employee/supervisor relations is provided as the need arises or upon request.

Faculty, supervisors, and employees are encouraged to contact the Research Foundation Human Resources Department with any questions or issues they may have.

As a separate and private employer, the Research Foundation (RF) has a different regulatory framework, and there are key differences between the Research Foundation and Old Dominion University.

BUILDING STRATEGIC WORKING RELATIONSHIPS

- Seeks opportunities – Proactively tries to build effective working relationships.
- Clarifies the situation – Probes for and provides information to clarify situations.
- Develops others' and own ideas – Seeks and expands on original ideas, enhances others' ideas, and contributes own ideas for situations at hand.
- Subordinates personal goals – Places higher priority on team or organization goals than on own goals.
- Facilitates agreement – Gains agreement from partners to support ideas or take partnership-oriented action.
- Uses Key Principles – Establishes good interpersonal relationships by seeking win-win solutions and including others in discussions and decisions.

CORE VALUES OF HUMAN RESOURCES

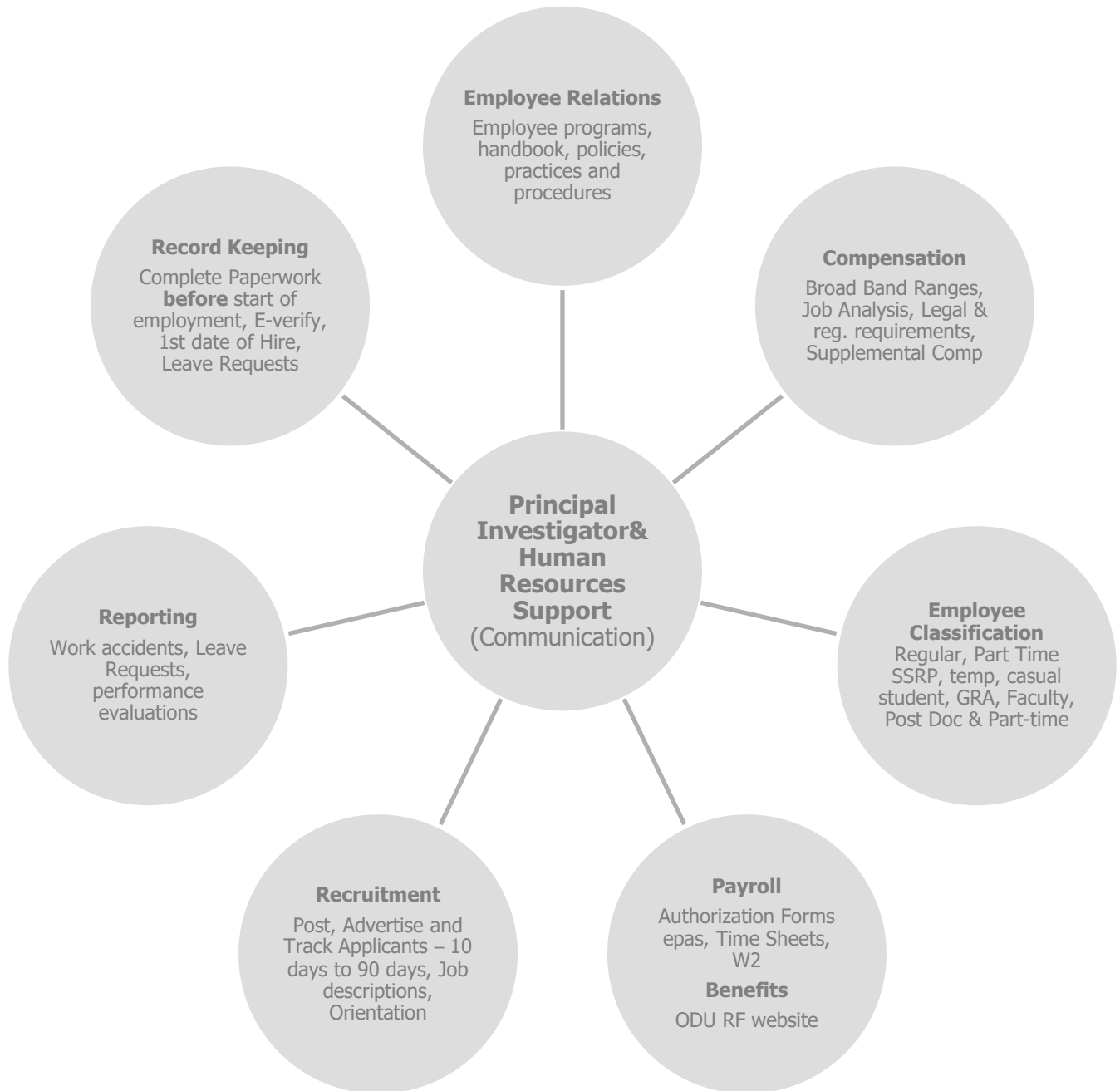
- **Ethical Behavior** - Does the "right thing" even if it is difficult.
- **Service to Customers** - Proactively seeks information from customers about their needs.
- **HR supports the partnership mission of:** "providing highly valued administrative, fiscal and support services in the most cost-effective and efficient manner, fostering a knowledgeable, motivated workforce, which provides superior service to its clients."
- **Superior Work Ethic** - Delivers operational excellence.
- **Respect and Help Each Other to Succeed** - We value close collaboration, embrace difference, and consider our teammates' success to be our own.

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.
- HR requires communication when recruiting, hiring, disciplining, promoting, changing compensation or other employment conditions, and ending employment (prior to communication with the employee).
- In most circumstances, the RF attempts to be consistent with Old Dominion University procedures; however, in some cases, we do not. You must familiarize yourself with the Research Foundation handbook, policies, and procedures.

IT'S A PARTNERSHIP

You can depend on Human Resources to assist in the following:



EQUITY STATEMENT

It is the policy of Old Dominion University Research Foundation to provide equal employment, educational and social opportunities for all persons, without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex or gender (including pregnancy, childbirth, or related medical conditions), national origin, gender identity or expression, age, veteran status, disability, political affiliation, sexual orientation or genetic information. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

HARASSMENT

PIs/Supervisors are required to contact Human Resources if they witness or if someone reports any form of harassment to Human Resources.

The ODU Research Foundation has a zero-tolerance policy for harassment of any kind to any employee, an applicant for employment, vendor, or contractor, on the basis of race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, national origin, genetic information, current/past/potential pregnancy, childbirth, lactation, political affiliation, age, protective hairstyles (such as braids, locks and twists), and persons with or perceived to have disability.

- The ODU Research Foundation encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Employees and third parties should report incidents of workplace harassment as soon as possible after the incident occurs.
- PIs, managers and/or supervisors who allow workplace harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be considered a party to the offense, even though they may not have engaged in such behavior and will be subject to disciplinary action under up to and including demotion or discharge.

Employees and third parties who make complaints of harassment or bullying, or provide information related to such complaints, will be protected against retaliation. The employee(s) should report the retaliation through the internal complaint procedure if retaliation occurs.

COMPLAINT PROCEDURE

- For ODU/ODU RF employment arrangements, the process for formal employee complaints is administered by the employer of the respondent, with full cooperation from both organizations.
- If the case involves an ODU RF complainant and ODU RF respondent, the Research Foundation will administer the matter entirely.
- If the case involves an ODU RF complainant and an ODU respondent, then the matter is presented to the supervisor of the ODU employee and ODU Human Resources or Academic Affairs, as appropriate, for resolution.
- In these cases, the ODU RF employee may present their complaint to either organization, and the receiving organization notifies the other. ODU and ODU RF personnel are expected to cooperate fully with any investigations conducted by either organization.

ACCOMMODATIONS FOR AMERICANS WITH DISABILITY

PIs/Supervisors should refer employees who indicate a need for accommodation to Human Resources for assistance.

The ODU Research Foundation is required to make a reasonable accommodation to the known disability of a qualified candidate or employee if it would not impose an "undue hardship" on the operation of the Research Foundation.

- Applicant requests for reasonable accommodation during the hiring process may be made to the hiring managers, EEO/AAP Coordinator, or the Human Resources Department.
- Employee requests for reasonable accommodation must be made to the PI/Supervisor or Human Resources.
- The employee must meet with the Human Resources or designee who will facilitate an interactive process between the employee and the PI/Supervisor to determine if a reasonable accommodation can be provided to the employee.
- The employee must communicate how the disability affects his/her ability to perform the job's essential functions and identify what workplace accommodations are necessary to assist in performing the job duties.
- The Human Resources Director or designee will discuss the essential functions of the position involved, the precise job-related limitations, and other suggestions for possible reasonable and effective accommodations.

It is the Research Foundation's (RF) policy to:

- Ensure qualified individuals are not discriminated against on the basis of disability in the pre-employment process and are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Require medical examinations of employees only when legitimate business reasons exist for requiring such examinations and as permitted under applicable state and federal law (e.g., a second medical opinion, fitness-for-duty exam, etc.).
- Keep all medical-related information confidential in accordance with the requirements of the ADA and ADAAA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Research Foundation or present a direct threat to the health or safety of that individual or others.

Reasonable accommodation may include but is not limited to: making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring, modifying work schedules, reassignment to a vacant position, acquiring equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

SHORT TERM DISABILITY/LONG TERM DISABILITY

- The Research Foundation provides all regular status employees and post-doctoral associates with short term disability (STD and long-term disability (LTD) insurance benefits.
- Eligibility will be reviewed by the Human Resources (HR) department.

WORKERS COMPENSATION

PIs/Supervisors Responsibilities

- Work Accidents – Immediate notice should be provided to HR. This includes car rental accidents while in the act of doing RF work. The employee will need to complete the workers' compensation accident report located on the RF website.

Employee Responsibilities

- Prior to returning to work, the employee must obtain a medical release that specifies any restrictions.

PERFORMANCE FEEDBACK

- Performance Appraisals are conducted annually on 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.
- Reviews may be conducted more frequently or less frequently, depending upon the business

needs of the employing unit.

The purpose of periodic review is:

- To document job performance objectively.
- To provide feedback.
- To clarify future job performance expectations and goals.
- To identify training and development needs.

If the evaluator's assessment differs from the employee's assessment, the employee is highly encouraged to make notes of the differences, attach the notes to the review, and forward them to Human Resources for evaluation and insertion into the employee's personnel file.

Temporary employees, GRAs, and casual student employees typically receive performance reviews through the supervisor's informal feedback. An employee or an employee's supervisor may conduct a more formal written performance review at any time. University faculty and Self-Supporting Research Professionals (SSRPs) are evaluated through the University's policy and procedures on evaluation of faculty.

A performance review is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Employees should realize that reviews are only one of several factors the Research Foundation uses in connection with compensation, bonus, promotion, discipline, and retention decisions.

PAY INCREASES

- Pay for regular full-time, part-time employees and post-doctoral associates should be reviewed annually.
- If an increase is granted, it will typically be effective for the pay period in which the employee's anniversary date occurs.
- Employees whose positions are funded from grants and contracts may follow different schedules depending on funding cycles.
- Increases are based on performance (merit) and are subject to funding availability.
- Pay increases for temporary employees are reviewed on a case-by-case basis, funding permitting.
- Market adjustments and internal equity reviews are provided on an ongoing basis.
- A supervisor or employee may request a Human Resources review of position and salary at any time.

SEPARATION PROCESS

- Letters of Resignation are required for all voluntary resignations.
- The departing employee or supervisor should contact HR to schedule the Exit Interview.
- 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 requires immediate communication with HR and a minimum of 2 weeks' notice to the employee. Recruitment within six months may require a recall of the prior employee. A six months gap is required to backfill any similar position with a new funding source.**
- For students (GRA's, Casual employees) and non-students (Temporary employees), PI's should also notify ODU Research Foundation HR department if employment ends **prior** to the scheduled epas end date.
- An Exit interview is required of all regular and post-doctoral employees.
- All employees require an Exit Interview to discuss benefits, if appropriate, and leave taken/reported. The PI confirms that there are no outstanding unreported Annual or Sick leave forms that need to be submitted for processing. *Unused annual leave balances are paid out after all regular wages are paid.*

PUBLIC HEALTH EMERGENCIES

- The Research Foundation will adhere to CDC guidelines and will follow guidance for the State of Virginia regarding appropriate guidelines during public health emergencies.
- The Research Foundation is an essential employer and will remain open for business unless travel restrictions are issued by the local government.
- To the extent possible, the manager and employee should mutually agree on staying at home, in office required work and telework arrangements based on business needs.
- An employee's regular compensation and benefits do not change because of special considerations during times of emergency, including COVID-19 pandemic.
- The Research Foundation management will communicate with employees in a clear and timely manner to ensure that employees are aware of the status of public health concerns, the organization's continuity plan requirements, efforts to reduce the spread of, or exposure to, infection, and applicable human resource policies.
- Employees will be compensated according to the research operations guidelines communicated at the onset of an emergency.
- Sponsored Programs will follow the University mandated travel policies which place certain restrictions on faculty and staff travel in response to public health emergencies. These restrictions will vary due to the perceived risk associated with various travel policies and are subject to change with little notice. Personal travel will follow the applicable CDC guidelines at that time.

TELEWORK

Temporary telework may be implemented by supervisors with the approval of the Director of Human Resources. Approval of employee teleworking is at the sole discretion of the Foundation.

Supervisors have the discretion to implement occasional telework for inclement weather, major traffic congestion, or other conditions that prohibit employees from coming to work or being productive at work.

RECRUITMENT

Key Steps:

1. Post position using a current and updated position description.
2. Gain a diverse applicant pool.
3. Interview applicants that are best qualified and meet minimum qualifications.
4. Interview notes and evaluations of each candidate interviewed must be maintained for three years. Offer determined by PI and HR jointly. All offers of employment are made through HR, followed up with an offer in writing.

ODU Research Foundation (RF) is a federal contractor and is required to adhere to numerous employment regulations concerning Equal Opportunity/Affirmative Action in all of its recruiting and employment practices. The PI, as the hiring decision-maker, is responsible for ensuring adherence to all applicable legal requirements in recruiting and selecting their employees. Guidance and assistance with adherence to lawful employment practices and requirements is available by contacting the Research Foundation Human Resources Department (HR).

Contact RF HR to begin recruitment and onboard new employees. **Employees may not begin work until the 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.**

- 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.

- 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; however, funding has not yet been received.
- Compensation – offers of employment are made through HR, followed up with an offer in writing.
- Wage offers are determined by the supervisor (budget) and HR to ensure competitive internal equity and external guidelines are followed.
- The RF is set up to accommodate Virginia or North Carolina employer reporting, taxes, and unemployment.
- Discretionary accounts can be used to cover gaps in student and post-doctoral research associate funding.
- PI/hiring manager may hire positions with discretionary resources working on sponsored programs/grants; however, the minimum of one year salary and fringe benefits for a full-time regular employee is required. If utilizing center discretionary resources, the approval of the Vice President for Research is required due to the size of the encumbrance.
- In certain circumstances, the University may need to pay an employee working on sponsored programs through billing back PRT funds to reimburse the Research Foundation for personnel expenditures.
- Scope of work and time commitments for each project needs to reflect the project budget narratives. Re-budget of an approved sponsored project effort requires prior review by the GCA (Grant Administrator).
- All new employees must complete criminal background screening prior to the start date. The new hire packet must be completed PRIOR to reporting to the supervisor for actual work to begin.
- The RF does not enter employment contracts with an employee.
- RF has 26 pays per calendar year. (University has 24 pay periods).
- Electronic Payroll Authorization (ePAS) must be submitted post-offer acceptance for payments to begin.
- Temporary hires should only be used where the work is intermittent or irregular (average less than 29 hours per week) and cannot be readily fulfilled through a student employee.
- The Research Foundation is not permitted to hire ODU Students into full-time benefitted positions. Students are subject to the ODU student worker requirements of 20 hours per week per semester. Requests for exceptions to the working hours must be approved, in writing, by the Graduate Program Director (GPD).
- Recruiting compliance audits may require the PI to explain the determination of persons interviewed and those not interviewed if meeting minimum qualifications. PI should make compliant notes sufficient to answer auditor questions concerning skills and experience.
- Promotions within a job family do not require competitive recruitment. Internal promotions requests will need to be reviewed and approved by HR before any offers are extended.
- **The Research Foundation does not allow volunteers or individuals to perform services without pay directly related to the business of the Research Foundation to support a grant or contract administered by the Research Foundation.**

Pre-Hire Process

- Written Position Description and recruitment advertisement(s) are created by the PI and submitted to HR.
- Newly identified positions require a job evaluation to be completed by HR.

Selection/Interview Process

- **All applicants must be submitted through the applicant tracking system. Unsolicited resumes are not accepted.**
- Applicant pools require a reflective/diverse pool of applicants.
- If an applicant pool is not meeting the definition of a diverse applicant pool, then the hiring manager should coordinate with HR to expand their recruiting efforts to include online services, distribution groups, etc.

- PI/hiring manager reviews all applicants to determine those meeting minimum qualifications and disqualifying the applicants not meeting minimum qualifications.
- Resume dispositions in Cyber require the hiring manager to determine an applicant's status by selecting one of several options, for example: selected for an interview, does not meet the minimum, met minimum but better-qualified applicant selected, hired, and other.
- Every applicant interviewed requires an interview evaluation form.
- PI/hiring manager completes "Applicant Status" to rate minimum qualifications and indicates the outcome of candidate review.
- All resumes must be tracked, including resumes directed to the hiring manager through referral or other methods external to the applicant tracking system.
- PI/hiring manager notifies HR of candidates interviewed and selected for the position. PI indicates outcome, Not Hired or Hired, on "interview evaluation status" for all interviewed applicants.

Post-Hire Procedure

- PI/hiring manager returns all " Interview Evaluation Status forms" to Research Foundation HR prior to the offer of employment.
- **Recruiting compliance audits may require the PI to explain the determination of how specific individuals were selected for interviews and others were not. All notes must be specific to skills and experience—no personal or non-job-related comments.**

Recruitment HR's Role:

- Pay band and starting rate established with PI/hiring manager. To ensure internal equity, consideration is given to incumbents and other individuals within the same job family.
- Overtime eligibility or exemption from overtime is determined by HR.
- Advertisements and job postings approved by PI/hiring manager are placed by HR in agreed-upon media. PI/hiring manager provides project number(s) to be charged for employee ID cards and criminal background checks (for regular employees).
- Positions are posted for a minimum of ten (10) days and, in most cases, must be posted on the following websites: ODU Research Foundation, Virginia Employment Commission, and ODU Career Management.
- Human Resources will email all applicants in Cyber with a "regrets letter" at the close of the requisition.
- Human Resources will make an official and formal offer of employment. Any job offer to the selected candidate must come from the Research Foundation Director or designated human resources official(s) to be binding.
- Upon acceptance of the offer, HR will establish a start date and schedule new hire orientation on the employee's first day of employment.

E-VERIFY

Work is not authorized until all employment documents are complete and all signatures are obtained in HR. Late e-verify completions and non-compliance can result in substantial financial penalties or even debarment.

PI/hiring managers will be held responsible for any fines or monetary penalties due to violation of federal work authorization or E-Verify regulations if the violations result from their failure to follow established Research Foundation employment policies and procedures, **such as allowing someone to work prior to completing new hire paperwork**. Any fines or penalties will be allocated to the investigator or department's discretionary accounts.

All Federal contractors, including ODU Research Foundation, are required to complete the **I-9 form within three business days of the date of employment** begins and participate in the online **federal E-verify** program to check the eligibility of employees to work in the US (U.S. Citizenship and Immigration Services).

Work completed for the Research Foundation is not authorized until I9 documents are presented at the Research Foundation or, for internationals, the ODU Visa Office.

PAYROLL AUTHORIZATION FORM PROCESSING (EPAS)

An epas is required for all employees completing work through the Research Foundation (RF). Work is not authorized until all employment documents are complete and all signatures are obtained in HR.

RF Pay schedules are not consistent with university calendars. RF pay schedules are posted on the RF website.

- Epas submissions need to be completed no later than the due date that is posted on the [payroll calendar](#) for that specific pay period.
- Epas due dates can be found on the current [payroll calendar](#). Submissions received after the deadline may not be processed, which can cause delays in employees receiving their pay.
- Anyone re-employed and who has not been paid by the Research Foundation within the past two years (twenty-four (24) months) must:
 - Have a new epas submitted.
 - Update paperwork including:
 - Federal and Commonwealth tax forms (W-4 and VA-4)
 - Employee Handbook Acknowledgment
 - Direct Deposit

Reminders:

- Early submission of e-PAS is greatly encouraged and appreciated.
- International students who have not previously worked for the Research Foundation must complete new hire paperwork through the ODU VISA office.
- If you have several new hires and want to complete paperwork as a group, please contact HR.
- **A direct deposit form with verification of routing and account number is required.**

GRA's

- Salaries follow ODU recommended pay guidelines.
- The minimum salary a GRA can earn during the fall semester is \$3,200 (Academic calendar - \$6,400 total). The minimum salary for the Academic year (fall/spring) is \$6,400. The minimum salary for the full year is \$8,919.
- A GRA must work a minimum of half of the semester (5 pay periods). If they work less time, the student is classified as casual.
- If the GRA is receiving a tuition exemption and the payment is through the Research Foundation, a copy of the student Tuition E-bill must be attached.
- Approvals required on the ePAS – PI, Dept. Chair and Dean, regardless of tuition exemption.

Paperwork Locations:

International employees are to complete paperwork at Visa & Immigration Service Advising, 2006 Dragas Hall. U.S. Citizens and Permanent Residents may complete the new hire packet on the RF HR webpage and upload to HR using the secure link: [ODU RF Human Resources](#).

HOW TO CREATE AN EPAS:

Contact [Victoria Coleman](#) in HR for training and assistance.

- Visit [ODU Research Foundation Portal - Home - ODU Research Foundation Portal](#).
- ODU Research Foundation's website and select the link under PI Portal.
- Click on "Research Assignments" to enter ePAS and begin the process.
- Click on Add Assignment to start a new payroll assignment.
- Click on the "Select" link to pick a current employee.
- If the employee is a New Hire, click "Start a New Employee" at the bottom of the window.
- Complete or update all applicable fields.
- Click save and next.
- Review the information on the Edit Job Assignment screen and add/modify the remaining fields. associated with the assignment, including:
 - ODU Employee (Yes or No)
 - Annual Salary or Hourly Rate (depending on Pay Type selected)
 - Hours Per Week
 - Tuition Exemption (Yes or No)
 - Exemption Type (select from dropdown of available exemptions)
 - ODU Student (Yes or No)
 - Student Type (Undergraduate or Graduate)
 - Pay Per period – calculated field based on hours per week and the average salary/hourly rate entered.
- Click on the link to "Add Pay Line."
- Select an appropriate project from the list of projects displayed.
- Review Project Budget, Expenses, Encumbered and Available amounts to ensure available funding. Re-budget of an approved sponsored project effort requires prior review by the GCA (Grant Administrator).
- Enter "Hours Per Week" and press the "calc" link next to "Budget" to see how ePAS will calculate an appropriate budget amount for the pay line.
- OR
- Enter the "Budget" and press the "calc" link next to "Hours Per Week" to see how ePAS will calculate the number of hours per week to equal your desired budget. Either way, ePAS simplifies the process of matching each pay line to the target assignment pay rate and hours.

Note: If the projects department is different from the employee's home department, click the box "Route Approvals to Home Department" to route to the home department.

TYPES OF EMPLOYMENT

Regular – A regular status employee is scheduled to work full-time, 30 hours or more per week. Regular status employees are eligible to participate in all applicable fringe benefits programs. The term "regular" does not imply continued employment by the Research Foundation, nor does it guarantee a term of employment for any definite period of time. Regular status employees, like all employees, are employed "at-will".

Part-time - Employees hired as interim replacements to supplement the workforce or assist in completing a specific project, work may be ongoing and scheduled to work less than 20 hours weekly on average. A part-time position is an ongoing position filled by a non-student and requires competitive recruiting through the Research Foundation process. Employment beyond any initially stated period does not imply a change in employment status. Part-time employees receive legally required benefits, where applicable. Part-time employees hired beginning in 2009 who attain age 21 and have completed one year of eligibility service may become eligible for non-elective retirement contributions. Part-time status employees, like other employees, are employed "at-will".

Temporary – Temporary status is appropriate where the work is intermittent or irregular (average less than 29 hours per week) and cannot be readily fulfilled using a student employee. Employment may include 29 hours per week or more for less than three (3) consecutive months by the employing unit*. Temporary positions that provide full-time work (30 or more hours per week) will be terminated at 3 months or reclassified as regular or part-time and undergo

competitive recruiting through the Research Foundation process. Temporary employees receive legally required benefits, where applicable. Temporary status employees hired beginning in 2009 who attain age 21 and have completed one year of eligibility service may become eligible for non-elective retirement contributions. Temporary status employees, like all employees, are employed "at-will".

EMPLOYMENT CLASSIFICATIONS

TYPE	OBJECT CODE	PAY CLASS		No FICA Fall/Spring	No FICA Summer
Regular (in-house)	5102	100	Salary, full benefits		
	5102	300	Hourly, full benefits		
Regular (full-time)	5190	100	Salary, full benefits		
	5132	300	Hourly, full benefits		
Post Doctoral Research Assoc.	5195	500	Salary, full benefits	6 Hrs/1 Hr ABD	3 Hrs/ 1Hr ABD
Graduate Research Asst. (GRA)	5130	200	Salary, no benefits	6 Hrs/1 Hr ABT	3 Hrs/1 Hr ABT
Casual	5131	400	Hourly, no benefits	6 Hrs	3 Hrs
Temporary Tech/Off/Prof (Hourly)	5133	400	Hourly, 11% retirement		
Temporary Tech/Off (Hourly)	5134	400	Hourly, no benefits		
Temporary Prof (Hourly)	5191	400	Hourly, no benefits		
Temporary Research Scholar, Visiting Scholar (Salaried), Faculty	5192	200	Salary, no benefits		
	5120	200	Salary, no benefits		

COMPENSATION/PAY

- The Research Foundation maintains a broadband pay structure. It is aligned with the band structure adopted by Old Dominion University. See below Pay Band Scale.
- Secondary employment approval is required when an ODU employee is recommended to work with the RF. The pay rate depends on the research project and cannot be higher than the ODU rate of pay.
- When determining temporary pay rates, O*NET OnLine <https://www.onetonline.org/> is utilized.
- Pay is approved when reviewed by HR.

PAY BANDS/COMP PLAN

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION COMPENSATION PLAN EFFECTIVE JULY 04, 2021					
ODURF BAND	BAND MIN 07/01/21	BAND MAX 07/01/21	ROLE (Compensation & Classification Title)	PAYROLL TITLES WITHIN ROLES (note local working titles may vary)	
Exempt	9	\$140,957	MARKET	RF Executive Director	
Exempt	8	\$107,894	\$261,087	Executive Director - Center	
Exempt Salaried	7	\$82,592	\$202,971	Financial Services Manager III General Administration Manager III Human Resource Manager III Science Manager III V-BAND III	Director Finance Director Field, Director Sponsored Programs Director HR Principal Scientist (PhD) Prog Mgr Field, Proj Prog Analyst Sr, Sr Proj Engineer
Exempt Salaried	6	\$63,219	\$158,482	Education Administrator III Financial Services Manager II Financial Services Specialist III General Administration Manager II Information Technology Specialist III Scientist Manager II Scientist III V-BAND II	Education Specialist III Controller Associate Director Field Information Systems Manager Research Supervisor, Sr Project Manager Sr Research Scientist (PhD), Sr Project Scientist (non Phd) Operational Analyst, Engineer, Project Engineer
Exempt Salaried	5	\$48,319	\$124,434	Counselor III Education Administrator II Financial Services Manager I Financial Services Specialist II General Administration Manager I General Administration Super/Coord II Human Resource Manager I Information Technology Specialist II Laboratory and Research Manager Media Specialist IV Program Coordinator Scientist Manager I Scientist II	Education Specialist II Accounting Manager Sr Accountant, GCA II, GCA III Program Manager, General Office Mgr/Security Manufacturing Specialist., Marketing Specialist, Program Coordinator Human Resources Generalist IT Specialist II Lab Manager, Sr Lab Manager, Equipment Specialist II Project Manager Research Scientist II (PhD), Project Scientist (non Phd)
Exempt Salaried	4	\$37,042	\$98,371	Counselor II Education Administrator I Financial Services Specialist I General Administration Super/Coord I Human Resource Analyst II Information Technology Specialist I Laboratory and Research Specialist II Media Specialist III Scientist I	Counselor Education Specialist Accountant, GCA, Payroll Administrator, Grant Administrator Program Specialist, Office Manager, Technical Writer HR Coordinator IT Specialist I Lab Specialist Sr, Lab Supervisor, Equipment Specialist Research Scientist (PhD), Research Associate (non Phd)
non-exempt <i>3 - hourly</i> <i>OT Eligible</i>		<i>\$28,354</i> <u><i>\$13.63</i></u>	<i>\$78,419</i> <u><i>\$37.70</i></u>	Administrative & Office Specialist III Laboratory and Research Specialist I Media Specialist II	Acct Tech, Acct Spec, Program Support Tech, G & C Spec, HR/PY Spec, Prog Support Tech Sr Lab Specialist, Engineering Tech, Research Assistant, Jr. Project Scientist
non-exempt <i>2 - hourly</i> <i>OT Eligible</i>		<i>\$25,506</i> <u><i>\$12.26</i></u>	<i>\$67,789</i> <u><i>\$32.59</i></u>	Administrative & Office Specialist II Laboratory and Research Technician Media Specialist I	Office Services Assist, Office Services Spec, Office Services Tech Lab Tech, Lab Tech Sr Media Specialist
non-exempt <i>1 - hourly</i> <i>OT Eligible</i>		<i>\$22,592</i> <u><i>\$10.86</i></u>	<i>\$55,011</i> <u><i>\$26.45</i></u>	Administrative & Office Specialist I Laboratory and Research Aide	

POST-DOCTORAL PAY

- Consulting the most current pay levels when preparing your grant application is highly encouraged. NIH and NSF guidelines for postdoc pay should be considered regardless of the funding agency. Based on market data, the recommended minimum annual rate should be \$50,000. Budgeted grant compensation requires review when a position is filled and does not guarantee a pay rate.

STUDENT PAY

- The University's student employment [wage scale](#) is utilized when determining student hourly pay rates.
- **The Research Foundation adheres to the state-required minimum wage of \$11.00/hour as the start of pay (soon to be \$15.00). The rate of \$21.40/hour remains the approved maximum.**

ELECTRONIC TIMESHEET

- DUE by 10 am on the due date. The due date can be located on the current year's Pay Schedule on the RF website.
- Timesheets received after the deadline (as stated on the Payroll Schedule) will be processed with the next payroll cycle.
- Sick and annual leave forms must be submitted for approval and processing.
- ALL sick absences of 3 days or more must be reported to HR.
- All hourly nonexempt employees are required to complete accurate, electronic weekly time reports showing all time worked and sick/annual leave hours.
- The link to the electronic timesheet is: <https://hera.odurf.odu.edu/TimeSheet/> or ODU Research Foundation Portal - Home - ODU Research Foundation Portal. These records are required by the Research Foundation to calculate regular, and overtime pay.
- At the end of each biweekly pay period, hourly nonexempt employees must complete the electronic timesheet acknowledging this is an accurate record of hours worked and record of exceptional time. The supervisor must electronically approve the timesheet attesting to its correctness before submitting it to payroll.
- Any mistake in the timesheet may be corrected by submitting a timesheet addendum.
- If the employee is scheduled to be off work when the timesheet or record is to be submitted, the employee must complete the timesheet before leaving or payment may be late.
- A supervisor's electronic approval is required before submitting the timesheet or record for payment.
- The supervisor submission acknowledges an accurate record of hours worked and approval for hours to be paid. Falsifying the employee's or another's time record or effort reports is a serious offense and may be grounds for termination.

LEAVE REQUEST FORMS

In addition to entering annual or sick leave taken on the timesheet, employees are required to complete a leave request form, submit to the supervisor for approval, and then submitted to Research Foundation for processing RFTimeSheets@odu.edu.

All leave used must be recorded on a [Leave Request Form](#) **and** indicated on the biweekly timesheet, as required for hourly-paid employees.

OVERTIME POLICY

Overtime is calculated at 1 ½ times the regular rate of pay after forty (40) actual hours worked in one week. Nonwork hours reported for annual, sick, and/or holiday hours are not included in worked hours and are not eligible for overtime. Exceptional hours will be calculated at the employee's regular rate of pay. For example, if you took eight

(8) hours of annual leave on Monday and worked thirty-six (36) hours the rest of the week for a total of forty-four (44) hours, you will be paid eight (8) annual leave hours and thirty-six (36) hours at your regular rate of pay. Please refer to your ODU Research Foundation employee handbook for additional information regarding the overtime policy.

LEAVE

- Employees are required to complete a leave request form, submit to the supervisor for approval, and then submitted to Research Foundation for processing RFTimeSheets@odu.edu.
- [Leave Request Forms](#) are required to be submitted no later than the timesheet deadline for the pay period the leave occurred.
- Regular status employees and post-doctoral associates are eligible for the following types of paid leave: holiday, annual, sick, bereavement, civil, and military leave.
- Abuse of leave is grounds for disciplinary action, up to and including termination.
- Time and leave reports must be submitted to the payroll coordinator by the due date for the pay period in which it incurred.
- Supporting documentation, if required (for example: military orders, doctor's certificate, subpoena), should be attached to the [Leave Request Form](#) and forwarded to HR using the link [ODU RF Human Resources](#).
- **PIs/Supervisors are responsible for monitoring, administering, and maintaining the integrity of the Research Foundation's leave policy.**

NOTE: Leave pool contributions are charged to the grants biweekly based upon payroll. Six percent (6%) of base salary is charged for annual leave and two percent (2%) for sick leave. **When an employee takes paid annual or sick leave and submits an approved leave request form, their salary for the time taken is charged to the leave pool and not to the grant, saving salary funds that may be used for other grant purposes.**

EMPLOYMENT DATE FOR BENEFITS AND LEAVE ACCRUAL

- The employment date for benefits and leave accrual is when an employee begins regular status or post-doctoral associate status employment, benefit eligibility starts. The effective date is immediate if hired by the 10th of the month. From the 11th to the end of the month, benefits begin on the 1st of next month.
- If an employee's employment type changes from a non-benefited category to a regular employee or post-doctoral associate status (eligible for health, vision, dental, and leave accrual benefits), the effective date of the status change will become the employment date for benefits.
- A special eligibility date will be established when Temporary Status employees become eligible for the Qualified Non-Elective Retirement Contribution-based upon eligibility criteria established by the Old Dominion University Research Foundation Tax-Sheltered Retirement Plan.

ANNUAL LEAVE

All leave taken requires a [Leave Request Form](#) submission to RFTimesheets@odu.edu . This time is charged to the leave pool.

- Annual leave accrual is based on the actual number of hours paid, up to 80 hours per pay period. (See chart below)
- The posting of annual leave to an employee's record is done at the end of each pay period.
- Annual leave is accrued while the employee is receiving workers' compensation.
- Annual leave is not accrued when an employee is on leave without pay.
- Annual leave may not be taken and is not available until posted each payday.
- Annual leave is used while on an approved FMLA qualified leave after sick leave is exhausted, as described in the FMLA policy.

Employees who change from a leave eligible type of employment (Regular and post-doctoral associate) to a non-eligible type of employment (temporary and casual) will no longer be eligible for leave accrual. Existing annual leave balances shall be paid.

Upon termination, leave eligible employees will be paid for available annual leave hours accrued to the date of separation, up to the maximum carry-over limitations based on years of leave eligible service.

MONTHS OF LEAVE ELIGIBLE SERVICE	MAXIMUM HOURS EARNED PER PAY PERIOD	MAXIMUM HOURS EARNED PER YEAR	MAXIMUM CARRY-OVER IN HOURS
1 – 48 months	4.62	120	192
49 – 108 months	5.54	144	240
109 – 240 months	6.46	168	288
241 + months	7.39	192	336

SICK LEAVE

All leave taken requires a [Leave Request Form](#) submission to RFTimesheets@odu.edu. This time will be charged to the leave pool.

PI/Supervisor Responsibilities

1. Absences of 3 days or more must be reported to HR immediately.
2. All sick time requires a form submitted to payroll (same as above).
3. When the employee returns to work, a doctor's note declaring fit for duty should be requested/ provided on that first day back and forwarded to HR.
4. A supervisor may not allow the employee's return to work without this release.
5. Sick leave taken for other than self is limited to 33% of sick leave available at onset.
6. Use of sick leave to care for an immediate family member is limited to no greater than three (3) days (24 paid hours maximum) per incident and a total of 48 paid hours per fiscal year.

Sick leave may be used in cases of illness, injury, or scheduled medical or dental treatment of the employee or a member of the employee's immediate family (defined as child, spouse, parent, or any person living in the employee's household). Leave use is recorded in hourly increments rounded to the nearest quarter-hour. The minimum use is one (1) hour.

HOLIDAY LEAVE

- **RF follows the university holiday schedule.**
- Regular status employees and post-doctoral associates are eligible for paid holidays as designated.
- A holiday schedule is published each calendar year, indicating the specific holidays that will be observed.
- If a holiday falls on a Saturday, the preceding Friday will be observed; when it falls on a Sunday, the following Monday will be observed.
- The holiday schedule is also posted on the Research Foundation website: www.researchfoundation.odu.edu

RELIGIOUS HOLIDAYS

PIs/Supervisors should contact Human Resources if an employee requests time off for a Religious Holiday.

- Supervisors should make reasonable accommodations for the religious holiday needs of employees unless the leave will result in undue hardship for the department or research foundation operations.
- Time off for religious holidays is charged to the employee's accrued annual, or leave without pay, as appropriate.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Key Steps:

1. PIs/supervisors should contact Human Resources for guidance.
2. Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months.
3. HR will require a Health Certificate.
4. HR will require a Return to work/Fit for Duty note.
5. HR will review any accommodations/limitations.
6. HR will work with employees on the submission of leave forms.
7. HR to communicate with employees and PI directly.

PI Responsibilities

- If an employee is absent for three days, the PI should notify the appropriate HR representative with the Research Foundation. He or she will follow up with the employee and get the appropriate documentation started.

With necessary health certification, FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

The RF fully complies with the FMLA and provides eligible employees with up to 12 weeks of unpaid family and medical leave per lookback year due to their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

Basic Leave Entitlement

FMLA requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Employee Responsibilities

- Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable.
- When 30 days' notice is not possible, the employee must provide notice as soon as possible. It should generally comply with standard call-in procedures.

- Employees must provide sufficient information to determine if the leave qualifies for FMLA protection as well as the anticipated timing and duration of the leave.
- The employee is responsible for ensuring that the health care provider completes the required certification of the employee's or family member's serious health condition to be eligible for FMLA coverage. The medical certification should be provided within 15 calendar days of the request to use FMLA leave.
- Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- 30-day updates from a medical provider are required.
- Upon return, a fit for duty note with any accommodations to be considered is required.

LEAVE BANK

- The Research Foundation offers regular status employees and post-doctoral associates who have been continually employed by the Research Foundation for six (6) months a leave share program.
- The program permits one Research Foundation employee to voluntarily donate their annual leave to another employee who may need additional leave because of a qualifying medical emergency in four (4) hour increments.
- Employees seeking donated leave must initiate a formal request by contacting the RF Human Resource Department and complete the leave share recipient application form.
- Employees wishing to donate annual leave to a specific employee should contact the Research Foundation Human Resource Department to obtain and complete the approved donor form.

MILITARY LEAVE/USERRA

PIs/supervisors should refer employees who indicate a need for Military Leave to Human Resources for assistance.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present uniformed services members and applicants to the uniformed services. USERRA also provides for job-protected leave for employees to fulfill military service obligations. During such leave, the employee may use any accrued paid leave at his or her option.

FACULTY EMPLOYMENT BY THE RESEARCH FOUNDATION

The Research Foundation may directly employ university faculty during summer months or other off-duty periods or may choose to remain under contract to the University while performing sponsored program activities during the summer under a university conversion contract as provided by the Faculty Handbook and University policies. Faculty may earn up to 13 weeks of [summer pay](#) on the RF payroll based on their current contract period if in a 10-month position.

During the academic year, or whenever a faculty member is under contract to the University, overload payments from University or Research Foundation accounts may be paid to Faculty, Faculty Administrative, or Faculty Professional employees of the University based on university policies published in the Faculty Handbook and the University Policies web. **If the additional compensation is to be paid from an externally funded grant or contract, the federal cost principles applicable to the University and Research Foundation require additional considerations.**

Since intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to a full-time base salary, the principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member at the same institution. **However, in unusual cases where consultation is across departmental**

lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load, charges for such work representing extra compensation above the base salary are allowable, provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency. (Excerpted from 2 CFR 200.430)

The audit standards to which the Research Foundation is subject do not provide for exceptions to meeting these criteria.

Faculty seeking overload payments must submit a Faculty Supplemental Compensation form. Faculty – Extra Compensation Authorization with required authorizing signatures **prior to work being authorized to begin.**

Required Procedures:

1. Written statement of work
2. Hours of work submitted by time record
3. Work hours outside of university work hours and must not be charged to the project where faculty is PI or Co-PI

Approvals follow number order:

- | | |
|-----------------------------|------------------------------------|
| 1. Employee Signature | 5. Chair Signature |
| 2. PI Signature | 6. Dean Signature |
| 3. RF HR Director Signature | 7. Academic Affairs Signature |
| 4. GCA Signature | 8. RF Executive Director Signature |

After the Employee and the PI have signed, the form should be routed to the Research Foundation HR for approval. Secondary overload employment at the Research Foundation shall be limited to a maximum of 20% effort annually.

Faculty/Salaried employees are required to track their effort on the project for which they are seeking overload payments. The time log should include the dates for the work performed, the hours worked in the stated period, and a description of the Activity (Task(s) performed). Below is an example of this tracking sheet required. This form may be requested by contacting the RF HR department.

RF hours													
Name	UIN	1121302					PAY PERIOD						
ODURF Project #	Activity/Task	Week 1 (hours)					Week 2 (hours)					Proj. TOTALS	% Hours
		28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr		
												0	0.00%
												0	0.00%
												0	0.00%
													0.00%
DAILY TOTALS		0	0	0	0	0	0	0	0	0	0	0	

I certify that the above record accurately reflects the time worked on project(s) _____

H-1B FACULTY

1. H1B Faculty must be paid directly by the University and are not eligible for direct payment by the RF due to VISA status.
2. When working on a grant, faculty are eligible to submit a payroll authorization (epas) to the RF. This is used for backup in requesting ODU to invoice the RF for H1B Visa holders.

3. PI submits ePAS then Chair approves > HR > GCA (Grant Administrator)
4. Upon approval, ODU may pay summer, and the research grant is invoiced for both salary and fringe costs.
5. PI submits ePAS then Chair approves > HR > GCA (Grant Administrator) > Academic Affairs.

RESEARCH-FUNDED CONVERSIONS:

PI's working on a grant may elect to participate in conversion, meaning that wages are paid by the University and billed to the RF grant. Wages would be paid by ODU over the contract period allowing for ODU retirement and higher base calculations.

Faculty members on an academic year appointment who have sponsored research may combine their annual academic year (9-month) salary with sponsored summer research funds to be eligible for a 12-month appointment called a "Conversion Contact ."The University's policy on Research-Funded Conversion to a 12 Month Faculty Contract allows academic year faculty with a minimum of 1/9 of the faculty academic salary in sponsored summer funds to convert to a 12-month appointment contract. Conversion to a 12-month appointment allows retirement contributions on summer income since the summer research payments are part of the 12-month annual contract salary. Without the summer research funds being combined with the academic year salary, sponsored summer funds would be paid directly to the faculty member by the ODU Research Foundation (a separate employer) and, therefore, would not be considered in retirement benefit calculations. This process is initiated through Academic Affairs

QUALIFICATIONS FOR SERVICE AS A PRINCIPAL INVESTIGATOR

The following guidelines have been established to grant Principal Investigator (PI) status. (University Policies and Procedures, #5302)

The Principal Investigator (PI) is the lead person on the research project and is responsible for the ethical and professional conduct of all aspects of the project. In the case of doctoral students as the PI, this responsibility falls to the supporting faculty member.

1. All full-time faculty members, self-supporting research professionals, or new faculty who have signed full-time contracts are eligible to be Principal Investigators.
2. Administrators holding the titles of vice president, associate vice president, assistant vice president, vice provost, dean, university librarian, associate dean, assistant dean, and emeritus full and associate professor may be named as PI on projects directly related to the mission and responsibilities of their offices.
3. Doctoral students seeking funding for fellowships, tuition, or research support leading to the dissertation may be named PI when a full-time teaching or research faculty member is named on the project as the responsible PI. The faculty member is responsible for seeing that the grant or contract terms are fulfilled.
4. Persons holding the following titles in the absence of a faculty appointment as noted above are not eligible to be a PI: director, associate director, assistant director, post-doctoral associate, visiting professors at all levels, and research associates at all levels.
 - a. The unit head can make requests for exceptions for those within Academic Affairs with the written approval of the college dean and the provost and vice president for academic affairs. For those in areas other than Academic Affairs, it will require that such an application for an exception has been recommended by the unit head and approved by the corresponding vice president. All requests must be accompanied by the curriculum vitae of the prospective investigator.
 - b. The Research Foundation will maintain a list of non-faculty individuals who have been granted permission to submit proposals. The list will note if permission was given on a one-time-only basis or for a more extended period of time. This list will be reported to the

provost and vice president for academic affairs, vice president for research, and deans annually.

SELF-SUPPORTING RESEARCH PROFESSIONAL (SSRP) POSITIONS

Process:

1. Letter of recommendation with CV and rationale from department Chair to Dean.
2. Dean supports or denies and writes a support letter to the OOR VP.
3. After reviewing the package, if approved, OOR seeks the provost's approval.
4. All package letters, CV approvals are then forwarded to RF HR for processing.

FUNDING GUIDELINES AND SSRP INDIRECT COST ALLOCATION

The funding sources for SSRPs are research grants and contracts and the indirect costs earned on these agreements. The normal distribution of indirect cost earnings does not apply to SSRPs. Indirect cost earnings from SSRPs will be accounted for separately by the Research Foundation, which will establish an SSRP administrative fee for the purpose of compensating the Research Foundation for the cost of administering the SSRPs' sponsored programs. In the fiscal year 1997-98, the administrative fee was established at 10 percent. The fee is deducted from the indirect cost earned by the SSRPs and is calculated as a percentage of the SSRPs' total direct cost expensed during the period. The unique nature of an SSRP requires that non-funded periods be anticipated. The remaining indirect cost earned for all SSRPs within a department will be placed in a separate SSRP account in the dean's office for the further enhancement of the University's research mission. The Research Foundation will semi-annually report the amount of SSRP indirect cost earnings generated by each department to the dean's office. In addition, the Research Foundation will monitor the expenditure of these funds to assure their use for the purpose stated above.

SSRP's are treated the same as Enterprise Centers (VMASC, ARC, etc) in the Non-Traditional IDC Allocation for each six-month period. This allocation charges the Non-Traditional activity with a proportionate amount of the Research Foundation's operating budget and some University directed deductions. The net result is that the Centers and SSRP's typically receive approximately 61% to 63% of the indirect costs generated on their projects. These funds go into a separate account for SSRP's under the deans' control.

LINKS

[HANDBOOK](#)

COMPENSATION:

- [ODU Student Wage Scale](#)

RECRUITMENT

- [Position Description Form](#)
- [Recruiting Information Form](#)

TIMESHEETS

- [Timesheet Instructions and PI Delegation](#)
- [Timesheet Instructions Employee](#)

EMPLOYEE APPRAISALS

- [Employee Performance Appraisal](#)
- [Employee Self Performance Appraisal](#)
- [Interim Evaluation Form](#)

LEAVE

- [Leave Request Form](#)
- [2021 Holiday Schedule](#)
- [FMLA Request Form](#)

PAYROLL

- [Pay Schedule 2022](#)
- [Summer Faculty Pay Schedule](#)

FACULTY SUPPLEMENTAL COMPENSATION

- [PI Tools - Research Foundation \(odu.edu\)](#)

BENEFITS

- [Medical](#)
- [Dental](#)
- [Vision](#)
- [403\(b\)](#)
- [Life Insurance](#)
- [Voluntary Benefits](#)
- [Legal Resources](#)
- [Tuition Assistance](#)