Temporary Grant Positions/Time-Limited Positions

Temporary grant positions are non-full-time equivalent (FTE) positions established to perform work directly associated with federal grants, public charity grants, private foundation grants, or research grants. This position category provides state agencies with additional flexibility to hire and terminate employees responsible for performing grant work.

Time-limited project positions are non-FTE positions established to perform work directly associated with a time-limited project. Time-limited projects are specific work products or services provided by a state agency to another state agency, local government, public or private entity over a specified time period as a contractual arrangement. The contractual agreement which defines time-limited projects should include the project's beginning and ending date and the amount and source of any funds provided in support of the project.

Temporary grant or time-limited project positions may not extend beyond the duration of the grant or time-limited project or any subsequent renewal of it; however, at the discretion of the public institutions of higher education, including the technical colleges and schools, grant generated revenue may be used to fund continued employment between the expiration of one grant and the subsequent renewal of the same or similar grant.

State agencies and institutions must terminate all associated temporary grant or time-limited positions and employees when the grant or project expires, or funding for the grant or project is terminated or is insufficient to continue payment of the employees under the conditions of the grant or project.

Establishing Positions

To establish temporary grant or time-limited project positions, the agency must submit a copy of the grant, contract, Grants and Contracts Review (GCR-1) form or GS-7 form to the State Budget and Control Board's Office of State Budget (OSB) which either creates a new grant or time-limited project or extends or renews a current grant or time-limited project.

The agency must also send a Request for Temporary Grant or Time-limited Project Position Action form. The Request for Temporary Grant or Time-limited Project Position Action Form should be completed as follows:

- The agency budget code and name;
- The type of action requested: new grant, new time-limited project, extension or renewal of a grant or project, or adding positions to a previously established grant or project;
- The control number for the grant or time-limited project;
- The grant or project title;
- The funding source;
- The grant or project beginning and ending date; and

- The positions to be established, including the class or unclassified state title code, number of positions, FLSA designation, hours per week, county code, and whether or not the position is in the agency's central office.

Once the grant or time-limited project has been approved by OSB, the Request for Temporary Grant or Time-Limited Project Position Action form is sent to the Office of Human Resources (OHR). OHR inputs the information into the Human Resources Information System (HRIS). An approved copy of the Request for Temporary Grant or Time-limited Project Position Action form is then sent to the agency.

Deleting temporary grant/time-limited positions;

To delete a temporary grant/time-limited position, the agency must submit a Request for Temporary Grant or Time-limited Project Position Action form to the State Budget and Control Board's Office of State Budget (OSB) for review.

The following areas should be completed to delete a position:

- The agency budget code and name;
- The type of action requested: deletion of positions to a previously established grant or project;
- The control number for the grant or time-limited project;
- The grant or project title;
- The funding source;
- The positions to be deleted, including the class or unclassified state title code, and the number of positions.

The Request for Temporary Grant or Time-Limited Project Position Action form will then be sent to the Office of Human Resources (OHR). OHR will delete the position(s) in the Human Resources Information System (HRIS). For additional information see http://www.Ohr.sc.gov/.