

_____ Vice President for Administration / Provost
_____ Office of Human Resources
_____ May 2005
_____ May 2017

_____ Office of the President

It is the policy of Claflin University to hire qualified applicants for all types of employment, including temporary employment.

This policy establishes guidelines for hiring persons to provide assistance to the

- Approval or disapproval by appropriate officials to include the Provost or the area Vice President; and
- Approval or disapproval of the assignment by the University President.

3. To ensure timely payment for the work performed, temporary employees should complete and provide all information requested by the Office of Human Resources.
4. Temporary employees are compensated semi-monthly, respectively on the 3rd and 18th of the month.
5. Federal guidance, to include but not limited to 2 CFR Part 200, generally does not allow pay for grant work above an employee's institutional base salary (IBS) except in four limited circumstances. Claflin University will consider these circumstances in determining the manner which faculty and staff who are employed on a full-time basis, and also, work on a grant project will be paid. The four circumstances include:

Incidental activities (i.e., non-routine, nonrecurring expenses, de minimis).
Intra-institutional consulting – work across

