



Temporary Grant (TGP) and Time-Limited (TLP) Employee Acknowledgement

The purpose of this document is two-fold: first, to provide you with important information pertaining to your employment at Clemson University and, second, to certify your acknowledgement of the terms of your employment.

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.

EMPLOYEE INFORMATION

First Name:

Last Name:

CU EMPLID:

Job Title:

Department:

Supervisor:

I understand I will be subject to applicable policies and procedures in Clemson University's online Policies and Procedures Manual and the following employment terms:

Compensation

- The [Clemson University Compensation Guidelines](#) apply to all faculty and staff members. The guidelines outline institutional policy and explain how compensation actions affect an employee's total compensation.
- On occasion, the General Assembly provides for state-mandated increases, which generally cover regular FTE employees only. At its discretion and providing funds are available, the University may provide increases for TLP and TGP employees. Any increases for TGP employees must be allowed for and funded in the written grant.
- Compensation increases for TGP employees, if permitted by the grant, must be included in the approved grant.
- TLP and TGP employees may be eligible to receive awards within the University guidelines for employee awards. The grant or project must fund the award.
- TLP and TGP employees whose positions are classified as nonexempt under the FLSA are eligible for overtime compensation in the form of wages or compensatory time off and will receive such compensation for all hours actually worked in excess of 40 in one workweek at a rate of time and one half.
- Overtime must be pre-approved by the supervisor. Failure to obtain pre-approval may be the basis for disciplinary action, but it may not be the basis for withholding overtime compensation or compensatory time.
- TGP and TLP employees may be eligible to receive bonuses (performance or incentive) as part of a university-wide initiative if the grant or project allows for bonuses and the grant or project pays for the bonus.

Employee Benefits

- For an overview of the various programs and benefits for which TLP and TGP employees may be eligible and benefits eligibility changes resulting from transitioning between position types, review the [Position Type Guidance for Faculty and Staff](#). For additional support, contact the [Office of Human Resources](#).

¹ Refer to the [Compensation Guidelines](#) in the online Policies and Procedures Manual.

Performance Management, Discipline, and Grievance

- TLP and TGP positions are terminable if any of the following situations occur: (1) less than satisfactory performance, (2) discontinuance of the grant or time-limited project, or (3) unavailability of funds to cover the position's salary.

- TLP and TGP staff members are subject to the discipline process as outlined in the University's [Discipline for Non-Covered Employees Policy](#).
- TLP and TGP staff members do not have grievance rights. Per the University's [Grievance Policy](#), TLP and TGP staff members may not grieve adverse employment actions.
- Although the [Staff Performance Management Policy](#) does not require performance evaluations for TLP and TGP staff members, Clemson University highly recommends that their supervisors follow the annual performance review process in order to ensure clear expectations and objective performance feedback. TLP and TGP employees should use the [Temporary Staff Performance Planning and Evaluation Form](#) to document performance.

Intellectual Property

- I agree to disclose all inventions to the University Intellectual Property Committee within 60 days of discovery. University Patent Policy is incorporated by reference.

I certify that the below-named representative has reviewed with me the above conditions pertaining to my employment, that I have received a copy of this form for my records, and that I understand, agree to and accept the above conditions of my employment.

My signature below confirms that I have read this form in its entirety and understand the implications of submitting this form.

Department Representative's Signature

Date

Employee's Signature

Date

For TGP Positions Only (in addition to above)

I certify funds are available in the grant/time-limited project to pay insurance, retirement, and other fringe related benefits:

Principal Investigator Name

Date

Principal Investigator Signature

Date