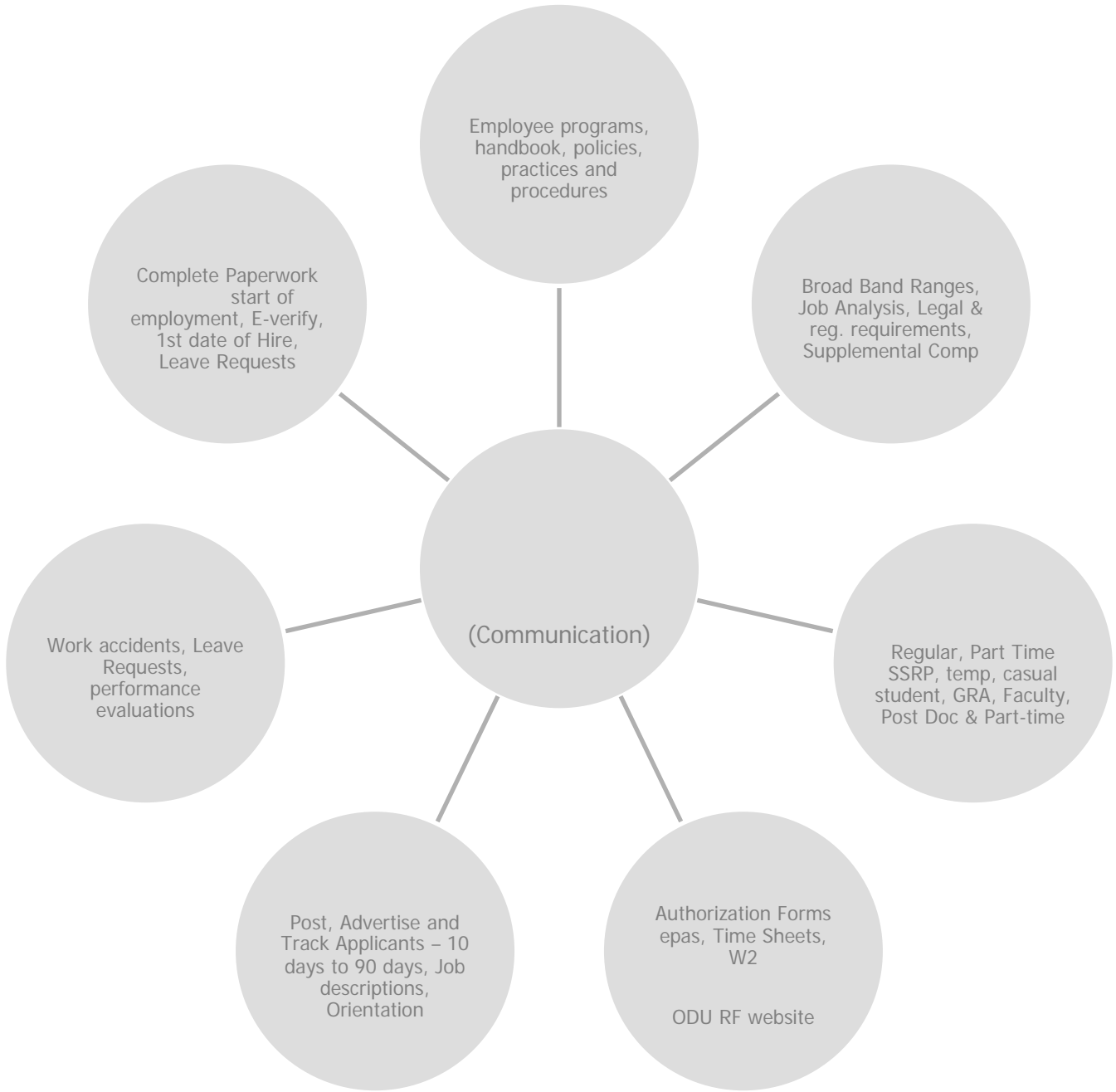


**, Human Resources Co-Manager**  
**Human Resources Co-Manager**  
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REVISIONS 1

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







needs of the employing unit.







- 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.
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- PI/hiring manager returns all " Interview Evaluation Status forms" to Research Foundation HR prior to the offer of employment.
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- 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

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.





Exempt	9	\$140,957	MARKET RF	Executive Director	
Exempt	8	\$107,894	\$261,087		Executive Director - Center
Exempt	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	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	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	4	\$37G	Scientist Manager I	Projooupi	







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.

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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.



- Employees must provide sufficient information to determine if the leave qualifies for FMLA protection as well as



PI submits ePAS then Chair approves > HR > GCA (Grant Administrator)

Upon approval, ODU may pay summer, and the research grant is invoiced for both salary and fringe costs.

PI submits ePAS then Chair approves > HR > GCA (Grant Administrator) > Academic Affairs.

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

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

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.

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

## 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](#)