

# Policy Manual

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## 14. Personnel and Personnel Agreements

CARES may directly employ management, technical and administrative staff to support the research, educational and training programs and the administrative functions of the corporation. CARES may also enter into agreements with private and public institutions to cover salary costs of personnel conducting CARES business.

CARES is an equal opportunity employer. We do not discriminate against any person in any matter of employment on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation or status as a disabled veteran or a veteran of the Vietnam era.

This EEO policy applies to all staff levels within the organization and includes (but is not limited to) the following: (1) recruiting and solicitation for employment; (2) hiring, placement, promotion, transfer, and demotion; (3) employment training or selection for training; (4) pay rates, compensation, and benefits; (5) layoffs and termination.

### Direct Employment by CARES

CARES may employ full-time, part-time and intermittent persons for support of the administrative, research and educational activities of the corporation. The length of employment for such individuals shall be indefinite, with no time commitments made. CARES maintains an employment relationship with employees that is "at will" of the employer and the employee. The hiring, assignment of duties, suggested salary and termination shall be upon the recommendation of the investigator and subject to approval by the Executive Director.

An [Employee Request to Hire Form](#) must be completed and submitted to the HR Specialist in the CARES office before the employee can be hired. No offer for employment through CARES shall be made without prior consultation with appropriate CARES staff (e.g., Human Resources Specialist or Executive Director).

All CARES employees must obtain WOC (without compensation from the VA) status.

Employees are paid on a bi-weekly basis. All non-exempt employees must complete a time sheet and submit it to the CARES office at the end of each pay period.

Employee signatures on their time sheets certify that the hours worked for CARES do not conflict or overlap with hours worked for any other employer.

Specific work schedules will be set by the direct supervisor.

The following is a brief description of CARES benefits.

Medical, dental, and vision insurance plans are available to eligible employees and their dependents. Eligibility requires an appointment of 30 or more hours per week which is expected to continue for at least 1 year).

**Basic Life Insurance** The standard basic life insurance is paid by the employer. Life insurance is offered to those who elect medical benefits. Life insurance ends when employment with CARES terminates.

**Long-Term Disability Plan** The standard LTD is paid by the employer. LTD is offered to those who elect medical benefits. LTD ends when employment with CARES terminates.

**401K Plan with an Employer Match** available once requirements have been met.

**Paid Holidays**

**Vacation and Sick Leave**

Employees working more than 20 hours/week and with appointments of more than 1 year accrue sick and annual leave at the same rate as permitted by VA policy. Limitations on carryover differ from the VA policy. Holidays will be paid for employees whose regularly scheduled tours of duty fall on these dates.

## **Personnel Agreements**

CARES may enter into agreements with eligible institutions, for example, the local VA facility or an affiliated academic institution, for repayment of personnel salaries. All personnel agreements should be executed prior to the start date with the approval of the Executive Director and the authorized official of the participating institution.

These agreements may be used when a CARES employee will be temporarily assigned to a grant administered by another organization, e.g., a VA merit review award. However, all such mechanisms are temporary assignments. Alternatively, a CARES administered award may fund an employee of another institution and require a personnel agreement.

Personnel agreements include the Intergovernmental Personnel Act (IPA) agreement, the Memorandum of Understanding (MOU), the Joint Personnel Agreement (JPA) or the sub-award or subcontract. An IPA must be used when an affiliated VA site will be reimbursing CARES. An MOU may be used if CARES is reimbursing the affiliated VA site or other eligible institution.

There are specific requirements and review processes for each type of personnel agreement. CARES staff will review the options with the requesting party to make sure the appropriate mechanism is executed.

All grants requiring a personnel agreement must be reviewed with CARES staff prior to submission to a sponsoring agency.

In some cases, the participating institution may apply indirect costs and the proposed budget should reflect these costs. This will most likely be applicable on federal sub-awards/subcontracts.

An IPA agreement cannot be used as a mechanism for hiring clinical staff or as a substitute for scarce medical specialist, sharing, commercial item, or other clinical services contracts. It is not appropriate to use an IPA agreement for administrative and support positions. At the completion of the assignment, the employee will return to the CARES position that he or she occupied prior to the IPA agreement.

Reimbursement for salary support will not be made in the absence of a formal, executed personnel agreement.

The investigator will attest invoices or time keeping records are accurate and in support of a VA approved research project or education activity before CARES will initiate payment to the participating institution.

CARES will track effort as required by a funding agency.

### **Affiliated University Personnel Agreements**

The CARES Board of Directors understands that staff on sponsored projects including federal awards should generally be employed by the administering entity. Wherever possible this will be the rule followed by CARES so that CARES will be credible as the appropriate grantee.

Generally, dual-appointment faculty will not be paid directly from CARES administered awards. Instead the standard procedure will be for CARES to reimburse the affiliated university for VA-based faculty effort on grants whether federal or non-federal.

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