

Time and Effort Guidance for Grant-funded Employees Authorized to Work from Home
(During Covid-19 Closure)

RDMC = Department of Resource Development, Management and Compliance

Option 1 <i>Stipend in Addition to STC Pay</i>	Option 2 <i>100% Grant-funded employee</i>	Option 3 <i>Reclassification</i>
<p>Scenario 1: Employee has an approved <i>Grant Activity Commitment Form</i> (RDMC-005) <u>that includes work performed during the period of (COVID-19) College closure</u></p>	<p>Scenario 2: Position description indicates that the employee is 100% grant funded and only performs grant related work.</p>	<p>Scenario 3: Employee completes the <i>Personnel Activity Report</i> (RDMC-008) that includes days of the month during the period of (COVID-19) College closure</p>
<p>Non-Exempt Staff & Non-faculty Exempt Staff & Program Chairs: Upon completion of grant work, the employee submits the <i>Personnel Certification Form (RDMC-007)</i> form to their Grant Compliance contact in RDMC for verification prior to submission to Human Resources. The Project Director or Principal Investigator for the grant is responsible to maintain documentation evidence of grant work performed by the employee. This should include copies of the <i>Work from Home Activity Report(s)</i> completed for grant activity during College closure as a result of COVID-19.</p> <p>Personnel must submit the approved <i>Work from Home Activity Report(s)</i> in accordance with instructions provided on the South Texas College webpage regarding COVID-19 at https://www.southtexascollege.edu/emergency/coronavirus.html#updates.</p> <p>Compensation is not processed by Human Resources until after the Certification is received with necessary approval signatures.</p> <p>Faculty are NOT required to submit a <i>Work from Home Activity Report</i>.</p>	<p>Non-Exempt Staff & Non-faculty Exempt Staff & Program Chairs: Employee submits the <i>Semi-annual Certification Form (RDMC-010)</i> to their Grant Compliance contact for verification prior to submission to Human Resources.</p> <p>Additionally, the <i>Work from Home Activity Report</i> must be submitted to the PI/PD to verify that only grant activity is included on the report(s).</p> <p>Personnel must complete and submit the approved <i>Work from Home Activity Report(s)</i> in accordance with instructions provided on the South Texas College webpage regarding COVID-19 at https://www.southtexascollege.edu/emergency/coronavirus.html#updates.</p>	<p>Non-Exempt Staff & Non-faculty Exempt Staff & Program Chairs: Employee submits <i>Personnel Activity Report (PAR)</i> (RDMC-008) that includes days of the month during the period of (COVID-19) College closure and a copy of all of the <i>Work from Home Activity Reports</i> for the month reflected on the PAR to the assigned Grant Accounting Staff member. Employee sends copies to the Grant Compliance staff member assigned to the grant to verify that activity on the report(s) and <i>PAR(s)</i> align to grant deliverables and/or objectives</p> <p>Personnel must complete and submit the approved <i>Work from Home Activity Report(s)</i> in accordance with instructions provided on the South Texas College webpage regarding COVID-19 at https://www.southtexascollege.edu/emergency/coronavirus.html#updates.</p> <p><i>The Business Office will process the Personnel Activity Reports (PAR) upon return from the temporary College closure as a result of COVID-19.</i></p>