



Title: #IV-18. Personnel Funded by External Agencies

Date: February 24, 1994

All employees in programs funded by outside agencies and assigned to West Virginia University at Parkersburg shall be employed under the direction of the college. All appropriate procedures used for college employees during the hiring process shall be followed.

The immediate supervisor will prepare and file a position description in the Human Resources Office for each position in the program. This position description will be evaluated for subsequent placement in the classification system.

Time sheets shall be submitted to the Human Resources Office at the close of each pay period.

The immediate supervisor must complete periodic performance appraisals as required by the college and the outside agency. Copies of these appraisals will be sent to the Human Resources Office.