

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

Date: April 2, 2026 (replaces version dated June 1, 2026)

Purpose

This policy establishes the employment and administrative framework for personnel whose compensation is funded through external agencies, grants, or contracts but who are assigned to work at WVU Parkersburg.

Authority

WVU Parkersburg employment policies and applicable state and federal regulations governing sponsored programs and employment.

Scope

This policy applies to individuals working in programs funded in whole or in part by external agencies, grants, or contracts and administered by the institution.

Personnel funded by external agencies, grants, or contracts and assigned to WVU Parkersburg may be employed either by the institution or by the external sponsoring entity. When such personnel are hired as institutional employees, all applicable institutional hiring, classification, and employment procedures 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.

Supervisors shall complete periodic performance evaluations for institutionally employed personnel in accordance with institutional requirements and any applicable requirements of the external funding source. Copies of such evaluations shall be provided to the Human Resources Office.

Employment in positions funded through external agencies, grants, or contracts is contingent upon the continuation of the associated funding. When external funding ends, the associated appointment may conclude unless the institution elects to continue the position using institutional resources.

In some cases, the institution may administer payroll or grant funds for individuals who remain employees of an external agency. Such individuals are not employees of WVU Parkersburg and remain subject to the employment authority and supervision of the external entity.

Responsible Administrator: Executive Director, Human Resources, 304-424-8212