

Federal Intergovernmental Personnel Agreements

201.30-5

I. Policy

The University may, from time to time, enter into agreements with agencies of the Federal Government which allow for the temporary assignment of University faculty or staff members to roles in those agencies or for similar assignment of Federal employees to roles within the University. Intergovernmental Personnel Agreements are intended to enhance cooperation between the University and Federal agencies, to take advantage of unusual expertise, skills, or talents, and to provide valuable professional development opportunities for the staff members involved. Such assignments will be for a specified, limited duration.

II. Regulations

- A. No Intergovernmental Personnel Assignments will be made without the full and informed consent of the staff members involved.
- B. The specific features of each Intergovernmental Personnel Agreement will be governed by the terms and conditions of a written contract which will minimally include:
 1. Name, title, salary, classification, and address of the participating staff member.
 2. Parties to the agreement, (The University and the appropriate Federal agency.)
 3. Position data including organization location for both the position assigned from and the position entered into under the agreement.
 4. Type of assignment and period covered by the assignment agreement.
 5. Statement of the goals of the assignment and a brief statement of how the goals are to be achieved.
 6. Applicability of rules, regulations, and policies on staff member conduct of both the University and the Federal agency (including Federal and/or Michigan conflict of interest laws where applicable).
 7. Decisions arrived at between the Federal agency and the University concerning the supervision of the staff member, payment of travel and transportation expenses, supplemental pay, entitlements to holidays and vacations and the responsibility for related costs, accountability for administrative record keeping, and provisions for reimbursement and the method of reimbursement.
 8. Staff member rights and benefit coverages retained or options which have been exercised.
 9. In the case of untenured, regular Instructional staff members, any agreements arrived at between the staff member and the University relating to the impact of the assignment on the staff member's schedule for tenure review.
- C. The terms and conditions of each contract should be consistent with all University compensation, staff benefit, and other policies. Any proposed deviations from University policy should be discussed with the appropriate University administrative office, (e.g., Personnel Service Center, Office of Academic Affairs, Payroll/Timekeeping, Staff Benefits, etc.) prior to finalization of the agreement and should be noted in an attachment to ensure proper administration of the agreement.
- D. In cases in which University staff assume duties with Federal agencies, the Federal agency typically supervises all aspects of the individual's Intergovernmental Personnel Agreement activity and reimburses the University for any salary, fringe benefit, travel, transportation, per diem or related expenses incurred. Such matters are subject to negotiation between the University and the Federal agency and all relevant agreements should be made a part of the written contract in each case.
- E. Individuals accepting assignment with a Federal agency under the provisions of this policy will maintain their

University appointment title(s) for the duration of the agreement. Upon termination of the agreement, affected individuals will normally resume the duties associated with their regular University appointment(s) at an appropriate salary.

It is recognized that the circumstances of the University may change during the course of the intergovernmental assignment so that no work will be available for the incumbent at the end of the assignment. When this occurs non-instructional staff members will be eligible for all rights and privileges afforded them under provisions of the Reduction-in-Force policy (SPG 201.72). Individuals holding non-tenured, regular instructional titles will be eligible for all rights and privileges under the provisions of the University's policy on Notice of Non-Reappointment (SPG 201.88).

- F. Academic departments may, in some instances, appoint recently graduated students specifically for the purpose of enabling the individual to take advantage of the intergovernmental assignment. In these cases, a possible waiver of job posting requirements may be pursued through the unit Affirmative Action Coordinator as part of the appointment process. All such waivers must be approved by the Director of the Affirmative Action Office. Our obligations relative to potential employment with the University on termination of such an intergovernmental assignment should be agreed upon and documented prior to execution of the formal agreement. Normally, there will be no specific commitment on the part of the University, either to provide employment for such individuals or to extend other rights and privileges to them (e.g., Reduction-in-Force status) beyond the end date of the original agreement.

III. Procedures

| RESPONSIBILITY | ACTION |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dean, Director, or Department Head | 1. Discuss potential assignment with involved staff members and representatives of appropriate Federal agency. Negotiate specifics of the agreement discussing any proposed variations from University policy with appropriate University administrative offices (e.g., Personnel Service Center, Office of Academic Affairs, Payroll/Timekeeping, Staff Benefits, etc.) Route all contract related paperwork (i.e., Federal Optional Form 60 - see attached Exhibit A - or agency equivalent, Form 7679 Approval of Application for Grant or Contract, and related correspondence and agreements) to DRDA for processing. (Staff of DRDA are available to assist in the negotiating process if necessary.) |
| DRDA Project Representative | 2. Review proposed agreement and contract documentation for consistency and completeness and to assure that all related costs, (e.g., salary, fringe benefit, travel, etc.) have been included. Forward finalized agreements to the Office of Contract Administration. |
| Office of Contract Administration | 3. Perform final review and route to appropriate University official and sponsor representatives for signature. After contract has been executed, forward necessary documentation to Federal Sponsored Programs, Financial Operations. |
| Federal Sponsored Programs, Financial Operations | 4. Establish appropriate account(s) and implement reimbursement arrangements with the involved sponsor. |
| Dean, Director, or Department Head | 5. Initiate Project Budget Request Form 7471 and route to DRDA Project Representative. Prepare Appointment Change Request Form 36701 - see attached Exhibit B indicating the duration and account number for the intergovernmental assignment and route it with a copy of the involved contract as well as any supplemental information to the Faculty and Staff Records Office. |
| Faculty and Staff Records Office | 6. Add relevant information to the individual's appointment. |

| Attachment | Size |
|--------------------------------------------|----------|
| Assignment Agreement | 60.05 KB |
| Appointment Change Request | 41.32 KB |

| | |
|--------------|----------------------------------------------------------------------------|
| SPG number: | Applies to: |
| 201.30-5 | All Faculty and Staff |
| Date issued: | Owner: |
| May 1, 1984 | Office of the Provost and Executive Vice President for Academic Affairs |
| | Primary Contact: |
| | Office of the Provost and Executive Vice President for Academic Affairs |

Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website (spg.umich.edu) for the official, most recent version.