



December 10, 2008

TO: University Employees Supported by Extramural Funds

FROM: James R. Gaines *James R. Gaines*
Vice President for Research

SUBJECT: Appointment End Date

The University of Hawai'i appreciates your contributions to its research programs. To comply with federal funding guidelines, however, we must remind you of several aspects of your appointment.

As you were informed at the time of your hire and/or appointment renewal, your position is a temporary one funded by contracts and grants for research activities at the University. Therefore, there is no guarantee of continued employment beyond the end date of your appointment. To comply with federal mandates on the use of extramural funds, your employment on the current project account cannot continue beyond the end of this current appointment period unless there is an administrative reappointment.

In this context, the University has established a system-wide process to ensure that payroll charges are not made against project accounts that have lapsed. Principal investigators, fiscal officers, and other appropriate administrators will be provided advanced notice of the approaching date of termination of project accounts. This provides ample time for responsible parties to take appropriate action to continue your employment, provided there is a continued need for your services and availability of funding. Your employment will not continue beyond the end date of your current appointment in the absence of such administrative action. In the past, the University relied upon non-renewal or termination actions before removing individuals from the payroll. This resulted in significant payroll charges to invalid accounts that violate federal funding mandates and jeopardize future federal funding. This also may have resulted in salary overpayments subject to recovery.

We appreciate your important contributions to the University's research mission.