THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.30-5
		Revised:	
SUBJECT:	Federal Intergovernmental Personnel Agreements	**Date Issued:**	5/1/84
		Attachment(s)	2
APPLIES TO:	All Faculty and Staff		
ISSUED BY:	Personnel Office and the Office of the Vice President for Academic Affairs		

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.

RESPONSIBILITY		ACTION
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.

EXHIBIT A

OF69 - Rev. 9/79
Office of Personnel Management
FPM Chapter 334

201.30-5

ASSIGNMENT AGREEMENT

Title IV of the

Intergovernmental Personnel Act of 1970

(5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 15 days of the effective date of the assignment, two copies of this form must be sent to:

Faculty Fellows and Personnel Mobility Division
Office of Intergovernmental Personnel Programs
Office of Personnel Management
P.O. Box 14184
Washington, DC 20044

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff in the Intergovernmental Personnel Programs Division in Office of Personnel Management's regional office.

PART 1—NATURE OF THE ASSIGNMENT AGREEMENT

1. [X] New Agreement [ ] Modification [ ] Extension

PART 2—INFORMATION ON PARTICIPATING EMPLOYEE

2. Name *(Last, First, Middle)*: SMITH, Susan Ann

3. Social Security Number: 123-45-6789

4. Home Address *(Street, City, State, ZIP Code)*: 123 Easy Street, Ann Arbor, MI 48104

5. - A. Have you ever been on a mobility assignment? [ ] YES [X] NO

5. - B. If "YES", date of each assignment *(Month and Year)* FROM: N/A TO:

PART 3—PARTIES TO THE AGREEMENT

6. Federal Agency *(List office, bureau or organizational unit which is party to the agreement)*: United States Information Agency

7. State or Local Government *(Identify the governmental agency)*: University of Michigan

8. Is assignment being made through a faculty fellows program? If yes, give name of program. [ ] YES [X] NO

PART 4—POSITION DATA

A—Position Currently Held

9. Employment Office Name and Address *(Building, Street, City, State and ZIP code)*: Institute of Science & Technology, 4567 IST Building, University of Michigan 48109

10. Employee's Position Title: Asst. Res. Sci.

11. Office Phone No. *(Area Code)*: (313) 763-4567

12. Immediate Supervisor *(Name and Title)*: Arnold Jones, Res. Scientist

B—Type of Current Appointment

13. Federal Employees *(Check appropriate box.)*
[ ] Career Competitive
[ ] Other *(Specify)* N/A

Indicate GS Level: N/A

14. State and Local Employees

State or Local Annual Salary: $35,000

Original Date Employed by the State or Local Government: 1/3/78

C—Position To Which Assignment Will Be Made

15. Employment Office Name and Address *(Building, Street, City, State and ZIP code)*: U.S. Information Agency, Publications Building, 123 Dupont Circle, Washington D.C. 20523

16. Assignee's Position Title: Information Management Spec.

17. Office Phone No. *(Area Code)*: (202) 231-2345

18. Immediate Supervisor *(Name and Title)*: Marilyn Green

Destroy Previous Editions

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PART 5–TYPE OF ASSIGNMENT 201.30-5

19. Check Appropriate Box	20. Period of Assignment *(Month, Day, Year)*
[ ] On detail from a Federal agency [ ] On leave without pay from a Federal agency [X] On detail to a Federal agency [ ] On appointment in a Federal agency	FROM: 9/1/83 TO: 8/31/84

PART 6–REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

Ms. Smith's familiarity with computerized information management systems as well as her experience in preparing scientific materials for inclusion in automated systems will enable her to make major contributions to our efforts in automated information distribution system development now beginning at USIA. It is anticipated that her experience gained in the course of this appointment will enhance her ability to contribute to new initiatives in her home department on her return in September, 1984.

PART 7–POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment. Attach an accurate current description of the position being filled through the IPA assignment.

- Investigate automated information distribution options.
- Develop recommendations to the Deputy Assistant Secretary for Planning and Evaluation.
- Evaluate products of contractors engaged in studies for the Office of the Assistant Secretary.
- Provide technical advice on system design.
- Represent the Deputy Assistant Secretary for Program Systems on intra-office, intra-departmental and inter-agency task forces contributing to development of a comprehensive information distribution system.

PART 8–EMPLOYEE BENEFITS

23. Rate of Basic Pay	24. Special Pay Conditions *(Indicate any conditions that could increase the assigned employee's compensation during the assignment period)*
$35,000/yr.	Salary and fringe benefit will be adjusted according to UM policies

25. Leave Provisions *(Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave)*

Employee will accrue 2 days of vacation (annual leave) pay per month but will be limited to a maximum usage of 10 vacation days during the term of this agreement. Employee is eligible for up to 15 days of paid sick leave during the term of the agreement. All time away from work will be arranged with the employee's USIA supervisor and will be reported to the University of Michigan on a monthly basis as necessary.

PART 9—FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations *(If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)*

The USIA will reimburse the University for salary paid and the cost of all fringe benefits provided to the employee during the term of the agreement.

salary = $35,000/yr.
fringe benefits = $5,565

27. State or Local Government Agency Obligations

The University of Michigan will make all salary payments to the employee and such other payments as are necessary to assure retention of fringe benefits (i.e., Blue Cross/Blue Shield, Major Medical, Retirement, FICA, sick leave, vacation, and holiday accrual) and will bill USIA on a monthly basis.

PART 10—CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

[X] 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.

[X] 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11—OPTIONS

30. Indicate coverage or "N.A." if not applicable

A. Federal Employees Group Life Insurance

[ ] Covered [X] N.A.

B. Federal Civil Service Retirement

[ ] Covered [X] N.A.

C. Federal Employee Health Benefits

[ ] Covered [X] N.A.

31. State or Local Agency Benefits *(Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal agency to a State or local agency.)*

Blue Cross/Blue Shield, Major Medical, Retirement, Life Insurance, sick pay, Holiday pay, vacation pay.

32. Other Benefits *(Indicate any other employee benefits to be made part of this agreement)*

None

PART 12—TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

USIA will assume all travel costs during the period of the assignment including moving expenses as documented by Ms. Smith.

Page _____ of _____

Soc. Sec. No. _____

Name _____

THE UNIVERSITY OF MICHIGAN
APPOINTMENT CHANGE REQUEST

administrative department _____

Date _____

TITLE

DEPT. NAME & NUMBER

APPT. BEGIN_____ APPT. END_____ APPT. RATE_____ PRIMARY APPT. PERIOD_____ RATE EFFECTIVE_____

CHANGE_____ _____ _____

	account	effort % /H	effective date	end date	amount	salary period	funding dept. or special purpose funding	PCN	loc code
from									
to									
from									
to									
from									
to									

FOR PERSONNEL USE

RR
SN
TD
MOE
SG
TC
AD
TN
TD
DI
TM
Expire appt. _____

TITLE

DEPT. NAME & NUMBER

APPT. BEGIN_____ APPT. END_____ APPT. RATE_____ PRIMARY APPT. PERIOD_____ RATE EFFECTIVE_____

CHANGE _____ _____ _____

from				
to				

RR
SN
TD
MOE
SG
TC
AD
TN
TD
DI
TM
Expire appt. _____

REQUEST FOR OR RETURN FROM LEAVE OF ABSENCE FOR ALL REGULAR APPOINTMENTS

☐ Medical*
☐ Disability*
☐ Medical/Child Care*
☐ Phased Retirement

Provide Additional Details in Remarks, Official Letters, or Active Duty Orders.

☐ Educational ☐ Military ☐ Public Service
☐ Child Care ☐ Personal ☐ Outside Teaching Assignment
☐ Research ☐ Union Business ☐ Other _____

Position Being Held ☐ Yes ☐ No

Recommended for Return ☐ Same Position ☐ Same Dept. ☐ Different Dept. ☐ Not Recommended for Return

Vacation to be paid where applicable, if Unit is Timekeeper _____ Hours _____ Days

Date Leave Should Begin _____

Ending Date or Extension Date of Leave _____

Date Returned from Leave _____

Remarks

* ☐ Require Medical Information Release Form 36606
☐ Leave Request Form 36609 Attached
☐ Appt. Request Form 36400 Attached

Approved by Department Head _____ Date _____

Approved by Dean/Director _____ Date _____ Personnel _____

LOA Reviewed with Supervisor: Date _____ ☐ Approved ☐ Disapproved

Form 36700 Rev. 5/82