



# Justification for hiring through UW-Kenya

**Objective:** To ensure all UW-Kenya employees are hired only when a subcontract with a local collaborating institution is not a viable or timely option.

The primary criterion indicates the main objective of hiring through UW-Kenya; the secondary criteria are also acceptable if the justification applies to a specific case.

## **Primary criterion:**

To hire short term (1 year or less) full time (100% FTE), part time (50-99% FTE) and/or hourly (less than 50% FTE) employees who have been historically hired and paid on field advances to an individual PI.

## **Secondary criteria:**

**Type I:** Employee needed due to an immediate project need.

**Justification:** This employee may be hired by UW-Kenya as result of the delay in hiring through the current subcontract mechanism. In order for UW-Kenya to hire, the process for hiring through a subcontract must have been initiated.

**Type II:** Employee will work on multiple projects (funded by various grants).

**Justification:** The current subcontract payment mechanism does not allow for payment from multiple grants or multiple subcontracts.

**Type III:** Long-term (more than 1 year), full time (100% FTE), part time (50-99% FTE) and/or hourly (less than 50% FTE) employees who are not eligible to be paid on a subcontract.

**Justification:** These employees do not meet institutional qualifications/requirements to be hired through a subcontract (eg: equivalent of only a high school diploma).

**Type IV:** Employee needed for a project that does not have a local collaborating institution.

**Justification:** A subcontract for the employee's salary is not an option because there is no local institution.

**Type V:** Employee has been hired by a local collaborating institution; however the institution is consistently delayed in paying their salary.

**Justification:** The employee may be hired and paid through UW-Kenya.