

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
HUMAN RESOURCES UNIT
PROCEDURE
SIP-2242**

SUBJECT: Creation or Expiration of Grant Funded Positions

REFERENCE: SCP-2700 *Reduction in Force Classified Personnel*, and SCP-2701 *Reduction in Force Faculty Personnel*

ORIGINATION: May 29, 2009

PROCEDURE ESTABLISHED: March 15, 2010

SECTION 1. PURPOSE

- 1.1 To communicate the time line and procedures required for proper establishment of positions created by grant funding and for notification of college personnel when funding expires.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All employees should be aware of this procedure.

SECTION 3. DEFINITIONS

- 3.1 *Grant Funded Position:* A position funded by an external source of revenue not typically associated with the general revenue allocated by the State of West Virginia. Grants include any special revenue source obtained through a process with an application for funding, an award by an external entity, and containing a stream of revenue for a limited period of time for a specific purpose. Examples of grant funded positions include those created via Department of Education Grants such as Title III, Workforce Development Grants, and federal TRIO grants.

SECTION 4. PROCEDURE

- 4.1 Upon planning for grant funding that includes creation of positions at Southern West Virginia Community and Technical College, supervisors must work with Human Resources to properly establish positions that comply with rules, regulations, and systems of the College.
- 4.2 Upon application and acceptance of grant funding, positions will be advertised appropriately with full disclosure that funding for positions is limited and at risk.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 This procedure does not apply to non-grant funded positions.

SECTION 6. GENERAL PROVISIONS

6.1 Upon application and acceptance of grant funding, positions will be advertised appropriately with full disclosure that funding for positions is limited and at risk.

6.2 One year prior to grant expiration: Grant administrator will contact Human Resources at least one year prior to either the expiration of the grant or the decision to discontinue application for grant renewal. If the grant will not be renewed – whether by decision of the grantee or grantor, the grant administrator will verbally notify all affected employees of the intent to not renew. Employees will be encouraged to apply for any internal positions for which they qualify that come available during the year.

6.3 Six months prior to grant expiration: The grant administrator will contact Human Resources providing the names of all employees whose jobs will be eliminated by the expiration of the grant. Human Resource will request that the affected employee update credentials with HR. HR will begin analysis of employee credentials to determine for what positions the employee may qualify.

6.4 Once the final decision to not renew the grant is made (which should be no shorter than 60 days prior to elimination of positions), HR will draft notification letters to the affected employees informing them of their last day of employment and what options are available. The Benefit Office will work with the employee regarding transfer or continuation of benefits.

6.5 Upon expiration of the grant, affected employees may be transferred to vacant positions for which they qualify without posting the job.

6.6 Employees affected by expiration of grant who are not transferred to vacant positions will be placed on preferred recall for a period of one year. The Reduction in Force policy explains specifics of preferred recall.

6.6.1 Affected employees will be placed on preferred recall for a period of one year. The Reduction in Force Policy explains specifics of preferred recall.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Supervisor: All managers and supervisors are required to follow notification requirements of this procedure.

7.1.1 Upon planning to apply for grants that include creation of new positions, supervisors must notify Human Resources for appropriate job titles and pay grades.

7.1.2 Supervisors are responsible for drafting the appropriate position information questionnaires in order to establish positions requested in the grant application.

7.1.3 During the interview process, supervisors/managers must disclose information to the candidate regarding the grant funding nature of the position and clearly explain future funding for the position is not guaranteed and that the incumbent holding a grant funded position has no bumping rights.

7.2 Employee: All employees funded by grant sources are to be familiar with this procedure.

7.3 Human Resources:

- 7.3.1 Upon application and acceptance of grant funding, positions will be advertised appropriately with full disclosure that funding for positions is at risk.
- 7.3.2 During offer for employment and new employee orientation, Human Resources informs candidate that grant incumbents do not have bumping rights and continuation of the job is dependent on continued grant funding and successful performance of the employee.
- 7.3.3 Human Resources will ensure every annual salary notification includes the grant funding statement: “This is a grant funded position. You cannot bump into another position if grant funding is not continued. Continuation of employment depends upon grant funding, restrictions for the position, performance and/or institutional needs.”
- 7.3.4 Human Resources will assist supervisor of grant funded subordinates with compliance to the procedure and notification to affected employees.

SECTION 8. CANCELLATION

- 8.1 None

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None

Distribution: All employees via Intranet: <http://intranet.southernwv.edu/>

Revision Notes: New Procedure written March 15, 2010. Procedure reformatted SIP format in August 2010.