



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: AUTHORIZATION TO RELEASE GRANT FUNDS FOR INITIATING THE HIRING PROCESS	Code: HH0602
Policy Reference: N/A	

The following guidelines and criteria are designed to clarify and expedite the process to be used for filling positions funded from external resources. All positions funded from external resources shall be limited to the term of available external funding.

Position descriptions shall be drafted by the project director or designated divisional representative. Human Resources shall review and approve the position description and establish the position pay band/level along with the anticipated salary prior to institutional approval of the grant application.

The Project Accounting Office does pricing of positions, prior to approval of grant applications. The decision to release funds for approved positions is the responsibility of the Office of Grants and Development.

A. State or Private Industry Council (PIC) Funding: Position requisition, recruitment, and hiring.

1. State or PIC allocated continuing grants. If written or verbal notification is received from the funding agency communicating amount of award and intent to issue a grant award, the following conditions shall apply:
 - a. Existing limited term position for current employee: Continue limited term employment with project effective on anticipated start date and with an adjusted end date.
 - b. New or continuing limited term position for new hire: Recruit and interview one or more months before anticipated start date. Offer limited term employment contract effective on the anticipated start date and include end date.
2. State or PIC allocated new grants. If written or verbal notification is received from the funding agency communicating amount of award and intent to issue a grant award, the following conditions apply:



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- a. New limited term position for existing employee (employee transfer): Assuming EEO requirement and job competencies are met, HOLD on offer of reassignment until at least a verbal notification of intent to issue a grant award and effective start and end dates have been received by the Office of Grants and Development.
- b. New hire: Recruit prior to anticipated start date. Schedule and/or conduct interviews, but HOLD on offer of employment until written notification of intent to issue grant award has been received documenting effective start and end dates. Offer limited term employment contract on project start date with anticipated end date.
3. State or PIC competitive continuing grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria apply:
 - a. Current employee: Continue limited term employment with anticipated start date and end dates.
 - b. New hire:
 - (1) New limited term position in grant: Recruit and interview but HOLD on offer of limited term employment until positive, written notification of award and effective start and end dates have been received from the funding source.
 - (2) Continuing limited term position, new person: Recruit and hire on anticipated project start date under a limited term contract that includes end date.
4. State or PIC competitive new grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria shall apply:
 - a. New limited term position for existing employee (employee transfer): Assuming EEO requirements and job competencies have been met, recruit and interview but HOLD on offer of reassignment to limited term contract until written notice of funding and effective start and end dates have been received.
 - b. New hire: Recruit one or more months prior to anticipated start date, Schedule and/or conduct interviews. HOLD an offer of limited term employment until



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positive written notification of grant award and the effective start and end dates have been received.

B. Federal funding (including subgrants): Position requisition, recruitment, and hiring.

1. Federal allocated continuing grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria shall apply:
 - a. Existing limited term position for current employee: Continue limited term employment with project effective on anticipated start date and include end date.
 - b. New or continuing limited term position for new hire: Recruit and interview one or more months before anticipated start date. Offer limited term employment contract effective on the anticipated project start date and include end date.
2. Federal allocated new grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria shall apply:
 - a. New limited term position for existing employee (employee transfer): Assuming EEO requirements and job competencies have been met, HOLD on offer of reassignment to limited term position until written notification of intent to issue grant award and effective start and end dates have been received.
 - b. New hire: Recruit prior to anticipated start date. Schedule and/or conduct interviews, but HOLD on offer of limited term employment until written notification of intent to issue grant award has been received documenting effective start and end dates. Offer limited term employment on project start date and includes anticipated end date.



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3. Federal competitive continuing grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria shall apply:

a. Current employee: Continue limited term employment with anticipated start and end dates.

b. New hire:

(1) New limited term position in grant: Recruit and interview but HOLD on offer of limited term employment until written notification of award and effective start and end dates have been received from the funding source.

(2) Continuing limited term position, new person: Recruit and hire on anticipated project start date under a limited term contract that includes end date.

4. Federal competitive new grants. If written or verbal notification is received from funding agency communicating amount of award and intent to issue a grant award, the following criteria shall apply:

a. New limited term position for existing employee (employee transfer): Assuming EEO requirements and job competencies are met, recruit and interview but HOLD on offer of reassignment to limited term contract until written notice of funding and effective start and end dates have been received.

b. New hire: Recruit prior to anticipated start date. Schedule and/or conduct interviews. HOLD on offer of limited term employment until written notice of grant award and effective start and end dates have been received.

C. Miscellaneous Private and Local Government Funding.

This category of funding assumes that all resources have an external origin, and that they are in no way taken from state or federal grant funds. Included in this broad category are funds from individual donors for projects, corporate foundation grants, and grants from local units of government.



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1. Private donor, foundation, or corporate grants (not gifts or bequests).
 - a. For continuing grants see B1 or B3 above.
 - b. For new grants see item B2 or B4 above.
2. Miscellaneous governmental (city/county/village).
 - a. For continuing grants see B1 or B3 above.
 - b. For new grants see item B2 or B4 above.

D. Discontinuance of Funding.

Employment contracts for limited term positions funded under grants shall contain an end date that does not extend past the end date of the grant award. All positions funded from external resources shall be limited to the term of available external funding.

Sixty (60) days before the termination of the position, if no notification of continued funding has been received, the Human Resources Department will send a written notice to the employee and the employee's supervisor stating that funding for the position will not be available after the position end date or end date of the grant award and that the employee will be on layoff status as of that date.

A position requisition for continuation of limited term employment may be initiated upon receipt of a new grant award or if an alternative funding source is secured.

If no alternative funding for continuation of the limited term position is anticipated, employees who receive such notification of discontinuance of funding for their position must use all of their remaining vacation time by the end date specified in the written layoff notice.

Office of Responsibility: Grants and Development, Department of Institutional Assessment, Research, and Development