

**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 Due to Financial Exigency: Faculty Personnel*

ORIGINATION: May 29, 2009

ESTABLISHED: April 12, 2024

SECTION 1. PURPOSE

1.1 To communicate the timeline and procedures required for the proper establishment of positions created by grant funding and for notification of College personnel when funding expires.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This procedure applies to all employees.

SECTION 3. DEFINITIONS

3.1 *Grant Funded Position:* A position funded by an external source of revenue not typically associated with the general revenue appropriated 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.

3.2 *Bumping Rights:* Bumping rights are privileges granted to more senior-level employees whose positions have been, or are being, eliminated or designated for reduction in force (RIF) or layoff. These privileges allow the employee with seniority to accept an alternative position currently held by a less senior employee.

SECTION 4. PROCEDURE

4.1 Upon planning for grant funding that includes the creation of positions at Southern West Virginia Community and Technical College, supervisors must work with Human Resources to properly establish positions that comply with the rules, regulations, and systems of the College.

4.2 Upon application for and acceptance of grant funding, the College shall advertise positions appropriately with full disclosure that funding for positions is limited and may not continue.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

- 6.1 One year prior to grant expiration: The grant administrator will contact Human Resources at least one year prior to either the expiration of the grant or the decision not to pursue grant renewal. If the grant will not be renewed, whether by the decision of the grantee or grantor, the grant administrator will notify all affected employees via email of the intent not to renew. The grant administrator may encourage employees to apply for any internal positions for which they qualify that become available during the year.
- 6.2 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 Resources will request that the affected employees update their credentials and begin an analysis of employee credentials to determine any positions for which the employee may qualify.
- 6.3 Once the final decision to not renew the grant is made (which should be no less than 60 days prior to the elimination of positions), Human Resources will draft notification letters to the affected employees informing them of their last day of employment and what options are available. The Human Resources Benefits Office will work with the affected employees regarding the transfer or continuation of benefits.
- 6.4 Upon expiration of the grant, the College may transfer affected employees to vacant positions for which they qualify without posting the job.
- 6.5 The College may place employees affected by the expiration of the grant who are not transferred to vacant positions on preferred recall for a period of one year. SCP-2700, *Reduction in Force* policy explains the specifics of preferred recall.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Supervisor: All managers and supervisors are required to follow the notification requirements of this procedure.
 - 7.1.1 Upon planning to apply for grants that include the creation of new positions, supervisors must consult with Human Resources to determine appropriate job titles and pay grades.
 - 7.1.2 Supervisors shall draft the position information questionnaires in order to establish positions required by the grant.
 - 7.1.3 During the interview process, supervisors/managers must disclose to the candidate that the position is funded by a grant and clearly explain that future funding for the position is not guaranteed and that an employee holding a grant-funded position has no bumping rights.
- 7.2 Employee: All employees funded by grant sources must be familiar with this procedure.
- 7.3 Human Resources:
 - 7.3.1 Upon application for and acceptance of grant funding, Human Resources shall advertise positions appropriately with full disclosure that funding for such positions may not continue.
 - 7.3.2 During the offer for employment and new employee orientation, Human Resources shall inform the candidate that employees in grant-funded positions do not have bumping rights and that continuation of the job is dependent on continued grant funding and the employee's successful performance.

- 7.3.3 Human Resources will ensure that 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 the supervisor of grant-funded subordinates with compliance with 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 Southern’s web page.
- Revision Notes:** New Procedure written March 15, 2010. The procedure reformatted the SIP format in August 2010.
- April 12, 2024 – Changes are for clarity on bumping rights and grammatical in nature.