

Essex County College College Regulation

REG 4-20 EMPLOYMENT OF GRANT FUNDED EMPLOYEES

Purpose:

To clarify the employment status of grant-funded personnel at the College and to ensure that College funds are not used to compensate personnel employed for grant activities unless approved by the President and the Board of Trustees.

Application:

1. An official award notification and a grant budget approved by the President shall be received by the Grants Accounting Office before a personnel appointment shall be made.
2. The appointment, reappointment or other related job or compensation changes of grant funded employees shall be contingent upon the availability of sufficient grant funds.
3. Documents recommending grant funded personnel appointments, reappointment or other related job or compensation changes shall appropriately identify the grant; state the source of the grant; verify that the request coincides with the dates of the grant; indicate that matching funds are identified and that the employee understands the terms and conditions of the grant funded appointment, reappointment or other related job or compensation change.
4. In accordance with the terms of appropriate labor agreements, grant funded employees shall be properly notified of the conditions regarding possible reappointment at the appropriate time.
5. Ninety (90) days prior to the expiration of any grant, Human Resources Department shall inform Area Heads of the employees of the grant funded program who shall be terminated effective the close of business the last day of the grant funding.
6. Grant funded program personnel shall be continued, contingent upon the availability of sufficient grant funds, providing that the renewal award letter is received and a program budget has been reviewed by the Office of Grants Accounting and approved by the President.
7. College funded employees whose employment is solely related to the continuation of a grant shall be subject to the conditions of this regulation. These employees shall be duly notified of their employment status by the Human Resources Department at initial hiring and at reappointment.
8. If the College receives a grant award renewal notification subsequent to the termination date of the grant, a notice shall be forwarded by the Human Resources Department to the affected grant personnel. This notice shall include a salary offer not to exceed the funding level of the grant. Employees so notified shall be given ten (10) working days in which to respond to the notice, after which time the College shall advertise the position should no responses be received.
9. The President shall review and approve actions requiring presidential approval, and moved for Board of Trustees' approval in accordance with college regulations. (See REGs 4-2, 4-10, 4-11)
10. No commitment for appointment, reappointment, or other related job or compensation change of grant-funded personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.

11. Notification of approved actions shall be made in accordance with college regulations. (See REG 4-11)

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 10/09, 3/17	Attachment(s):