



<b>DIVISION</b>	<b>ADOPTION DATE</b>
II College Employees	09/2020
<b>POLICY NAME</b>	<b>REVISIONS</b>
02.03.06 Grant-Funded Employment	Revised: 09/2022

02.03.06      GRANT-FUNDED EMPLOYMENT

Joliet Junior College may hire employees into positions funded in whole or part by a specific grant(s) for a defined period of time. Grant-funded employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment beyond the assignment or timeline of the grant. Positions may be full-time, part-time, or temporary.

Grant-funded hires and separations will be administered in accordance with Board Policy 02.03.03 Position Approval and Board Policy 02.03.04 Personnel Approvals and Appointments and corresponding procedures. In accordance with Board Policy 02.03.03 Position Approval, the President has authority to approve new grant-funded positions, subject to receipt of grant funding and within applicable grant provisions.

Employees working under a grant are eligible to receive College benefits respective to the classification and status of the position (e.g. support, professional, etc.). An employee in a grant-funded position, who receives paid vacation time, must utilize all earned/accrued and unused vacation time prior to the end of the grant contract period or as otherwise notified by the College, in accordance with Institutional Procedure 02.03.06 Grant-Funded Employment and applicable collective bargaining agreements. The requirement to utilize fringe leave balances does not apply to personal leave or sick leave.

Grant contract periods will be determined by the grant source and may extend over multiple years. Hence, the grant contract period may not always align with the College’s fiscal, academic, or calendar year.

The grant contract period is made known to the employee at the commencement of and during the term of their employment. Individuals who have all or a portion of their salary funded by a grant will be required to submit the applicable time and effort reporting.

Salary ranges for grant-funded positions are determined by Human Resources to ensure alignment with existing positions. Rates of pay, salary increases, and other compensation actions for grant-funded positions will follow all Board policies, institutional procedures, and collective bargaining agreements unless otherwise noted.

Continuation of a grant position is contingent on funding from the agency that awarded the grant. Continued employment is contingent upon satisfactory performance, compliance with College policies and procedures, the continued availability of funds, and the needs of the department.

When the College anticipates a grant to end, be reduced, or modified, the College will provide 30 days' notice to the employee, to the extent possible. The College is not required to provide advanced notification, and the absence of formal notification does not bind the College to further employment, benefits, or compensation for the grant-funded employee.

For a grant-funded position that is institutionalized by the College, the anniversary and/or seniority date of the employee is not impacted by the source of position funding. If the College changes the funding from a grant source to an institutional operating fund, the employee shall retain their original anniversary date, in accordance with regular College policies, procedures, and collective bargaining agreements.

The College will determine funding for all grant-funded positions in compliance with Board Policies, Institutional Procedures, internal guidelines, and applicable state and federal guidelines for grant expenditures, including but not limited to, salary expenditures.