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Next Review	N/A

Owner	Janet Nix: Chief Human Resources Officer
Area	2.0 Human Resources

Grant-Funded Employment Policy, 2.08

PURPOSE

This policy establishes guidelines and responsibilities for employment positions at Yavapai College (the College) that are funded through external grants. It ensures clarity for both supervisors and employees regarding the temporary and conditional nature of such employment.

POLICY APPLICATION

This policy applies to all grant-funded positions at the College, including full-time, part-time, temporary, and term-limited positions supported wholly or partially through external grant funds. This includes newly hired employees, internal transfers, and existing employees moved into grant-funded roles.

OPERATIONAL POLICY

- I. Grant-funded positions are contingent on the availability and continuation of external funding from federal, state, local, or private grant sources. The College does not guarantee continued employment beyond the expiration or termination of such funding.
- II. All employees hired into a grant-funded role must sign the **Grant-Funded Employment Acknowledgment Form** during the onboarding process or upon transfer into the position. This form confirms the employee's understanding of the conditions tied to the funding source.
- III. Employees in grant-funded positions are held to the same performance standards, policies, and expectations as other College employees, but their employment is limited by the life and scope of the grant.
- IV. The College will make reasonable efforts to provide advance notice of changes to funding or employment status but may be required to act with limited notice depending on grantor requirements or funding decisions.
- V. The College is not obligated to reassign or retain grant-funded employees if funding ends and

no alternative position is available.

RELATED PROCEDURES

Grant-Funded Employment Procedure, 2.08.01

RELATED POLICIES

There are no related policies.

RELATED INFORMATION

Grant-Funded Employment Acknowledgment Form

POLICY HISTORY

Adopted 07/08/2025

Approval Signatures

Step Description

Approver

Date