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

Grant-Funded Employment Procedure, 2.08.01

PROCEDURE DESCRIPTION

This procedure outlines the steps required to ensure that all grant-funded positions at Yavapai College (the College) are properly identified, documented, and communicated to employees. It ensures compliance with the Grant-Funded Employment Policy and supports transparency regarding the conditional nature of employment tied to external funding.

PROCEDURE RESPONSIBILITY

This procedure is developed by the Chief Human Resources Officer (CHRO) or designee. It may be reviewed and updated in collaboration with the Budget Office, Finance and Administrative Services, and relevant grant program administrators.

PROCEDURE

I. Identifying and Classifying a Grant-Funded Position

A. Position Requisition and Classification

The hiring department must identify whether a position is funded wholly or partially by a grant during the initial requisition process.

1. The funding source must be clearly identified on the Position Request Form.
2. Human Resources (HR) will review and classify the position as “grant-funded” in the College’s HR system.
3. Job postings and offer letters must reflect the grant-funded status and include language that the position is contingent upon the availability of funding.

II. Onboarding and Acknowledgment of Employment Conditions

A. Grant-Funded Employment Acknowledgment Form.

HR ensures that every employee hired into a grant-funded position receives and signs the required acknowledgment.

1. During onboarding or reassignment, the employee is provided with the **Grant-Funded Employment Acknowledgment Form**.
2. The employee must sign the form before beginning work in the grant-funded position.
3. The signed form is uploaded to the employee's personnel file and retained in accordance with College records retention practices.

III. Ongoing Grant Monitoring and Communication

A. Monitoring Grant Time-Lines.

Supervisors and grant administrators are responsible for monitoring the grant's funding time-line and communicating changes to HR.

1. Departments must notify HR at least 60 days in advance of anticipated funding changes whenever possible.
2. Immediate notice must be given if grant termination or funding reductions occur unexpectedly.

IV. Employment Status Notification and Transition

A. Employee Notification and Separation Planning.

HR and the department will coordinate the notification and off-boarding process if funding ends.

1. The employee will be notified in writing if their position is ending due to lack of funding.
2. HR will provide information on internal opportunities, if available.
3. If no alternative employment is secured, the College's separation procedures will apply, including return of property, exit documentation, and systems access removal.

REFERENCES

There are no references for this procedure.

PROCEDURE HISTORY

Adopted 07/08/2025

Approval Signatures

Step Description

Approver

Date

