

PROCEDURE MANUAL

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		Last Revision Date:	10-09-2025
		Effective Date:	10-09-2025
		Last Review Date:	10-09-2025
Section:	Administration	Subject:	Grant-Funded and Externally-Funded Positions

PURPOSE

The purpose of this procedure is to outline the terms and conditions of employment for all positions at Arizona Western College that are funded fully or in part by external grants, contracts, or alternative funding sources. This procedure ensures a consistent and transparent process for managing these positions, from their creation to their potential conclusion or transition, while also providing clarity for employees in these roles.

PROCEDURE

1. **Scope:** This procedure applies to all administrative, staff, and faculty positions at Arizona Western College that are funded 50% or higher by external grants, contracts, or other alternative funding sources. It does not apply to positions that are fully funded by the institution's general operating budget.
2. **Definitions**
 - 2.1. **Grant-Funded/Externally-Funded Position:** A position whose salary and benefits are paid, in whole or in part, by funds received from an external agency (e.g., federal government, state agency, foundation, private company) for a specific, time-limited project or purpose.
 - 2.2. **Alternative Funding Source:** Any funding mechanism other than the institution's general operating budget, such as a revolving fund, auxiliary enterprise, or specific endowment, that is not a traditional grant or contract.
 - 2.3. **Institutionalization:** The formal process by which an externally-funded position is converted into a permanent, general operating budget-funded position.
3. **General Principles**
 - 3.1. **Employment is Contingent on Funding:** All employment in grant-funded or externally-funded positions is contingent upon the continuous availability of the funding source. Employment is not guaranteed beyond the duration or amount of the grant, contract, or alternative funding.
 - 3.2. **No Expectation of Institutionalization:** Employees in these positions should understand that the college is not obligated to institutionalize any grant-funded or alternative-funded position. The decision to institutionalize a position is an administrative and budgetary decision made at the sole discretion of the institution.
4. **Leave Accrual and Use**
 - 4.1. All employees in grant-funded and externally-funded positions may accrue vacation leave, but this leave must be used within the fiscal year assigned to the specific grant or external fund (e.g. July 1 - June 30, October 1 - September 30, January 1 - December 31, ...). Unused leave will not be carried over to the next fiscal year and will not be paid out at the end of the fiscal year. The maximum vacation leave accrual for these positions is capped at 100 hours per fiscal year, and the leave must be exhausted within the same fiscal year in which it was accrued.

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5. Position Creation and Recruitment

- 5.1. All grant-funded positions must be approved through the appropriate institutional channels (e.g., Dean, VP, Human Resources, Cabinet) before recruitment begins.
- 5.2. Job descriptions for these positions will clearly state that the position is contingent upon external funding. This contingency will also be communicated to all candidates during the recruitment and hiring process and will be explicitly stated in the formal offer of employment.
- 5.3. The employment offer letter will specify the anticipated end date of the position, based on the grant's duration, and will include a clause stating that the position may end sooner if funding is reduced or eliminated.

6. Position Continuation and Institutionalization

- 6.1. Continuation: If a grant is renewed or a new funding source is secured, a position may be extended. An updated offer letter or addendum will be issued to the employee confirming the new end date.
- 6.2. Institutionalization Review: A request to institutionalize a grant-funded position may be considered only if the continued need for the services of that position has been demonstrated over a sustained period, and if there is a compelling business or academic case for making the position a permanent part of the institution's core operations.
- 6.3. Decision to Institutionalize: The decision to institutionalize a position is at the sole discretion of the institution and is subject to budget availability and strategic priorities. It is not a guaranteed outcome, regardless of the position's performance or length of service.
- 6.4. Mandatory Institutionalization: In situations where the grant agency or funding source explicitly requires that a position be institutionalized as a condition of receiving or maintaining the funding, the institution will evaluate this requirement on a case-by-case basis before accepting the grant.

7. End of Funding and Position Elimination

- 7.1. Repurposing of Funds: The institution may determine that grant funding may be repurposed at any time as institutional or project priorities shift. This may include eliminating a position or re-evaluating and repurposing funds originally planned for a position. The College is required to follow all granting agency guidelines and restrictions when making such determinations.
- 7.2. Notification of Position Ending: When a grant or alternative funding source is scheduled to end, Human Resources, in coordination with the employee's supervisor, will provide the employee with written notice of the position's end date.
- 7.3. Notice Period: Employees on grant-funded or alternative-funded positions will be provided with a two-week notice of their position ending. This notice will be based on the official notice of the grant's conclusion or the depletion of funds.
- 7.4. Reduced Notice Period: Notice may be provided within a shorter window (less than two weeks) if the institution receives less than a two-week notice from the funding agency, or if the funding is unexpectedly terminated with little or no notice.

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7.5. Grounds for Elimination: A grant-funded position may be eliminated for the following reasons:

- 7.5.1. The grant, contract, or alternative funding source has ended or been exhausted.
- 7.5.2. The funding agency has reduced the scope of the project, leading to a reallocation of funds or a change in staffing needs.
- 7.5.3. The institution determines that the remaining funds must be repurposed or reallocated to meet the primary objectives of the grant, contract, or program.

8. Re-employment and Transfer Opportunities

- 8.1. Application for Other Positions: When a grant-funded position is scheduled to end, employees are encouraged to seek re-employment through the institution's regular recruitment process. Employees may apply for and be considered for any open position for which they are qualified.
- 8.2. Transfer to Another Position: In some limited situations, and at the sole discretion of the institution, a grant-funded employee may be offered a transfer to another position within the institution. This may occur if a suitable opening exists, the employee is qualified for the new role, and the transfer serves the strategic needs of the institution. This is a possibility and not an obligation. The offering of a transfer will not circumvent the established recruitment process for other candidates. Compensation for a transferred employee will be adjusted to the designated compensation level for the new position or role. The compensation for the new position will not be based on the salary of the grant-funded position.

9. Employee Acknowledgment

- 9.1. Upon hire, employees in grant-funded or externally-funded positions will be required to sign an acknowledgment form confirming that they understand and agree to the terms of this procedure, including the contingent nature of their employment and the lack of a guarantee for institutionalization. This acknowledgment will be kept in the employee's official personnel file

10. Administration

- 10.1. This procedure will be administered and interpreted by the Human Resources department, in consultation with appropriate academic and administrative leadership. Any questions regarding this procedure should be directed to Human Resources