

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: None

PURPOSE

To define College policy concerning pay and benefits of grant-funded employees.

POLICY

I. Position Classification and Salary:

The Office of Human Resources will evaluate the position description to determine the appropriate salary grade. Salaries for grant-funded positions will generally be determined in accordance with established College policy. In the event that grant funding is insufficient to pay the salary as determined by the normal process, the grant manager will request reallocation of grant budget funds. If insufficient grant funds are available to pay the computed salary, the salary will be limited to funds available from the grant.

In the event that grant restrictions are of a nature that precludes setting grant salaries according to the regular College process, the grant manager may recommend a salary established according to the grant restrictions to the appropriate vice president and provide appropriate supporting documentation. The vice president will then make a recommendation to the president. The president is the ultimate approving authority.

II. Annual Salary Increases:

Grant-funded employees will receive the same increases as might be received by regular College personnel or as dictated by the grant and as long as the increases are either built into the grant budget or may be incorporated into the grant budget by reallocation of funds among budget categories.

In the event that TBR salary guidelines *require* that grant-funded employees receive the same increases as regular College personnel, it shall be the responsibility of the grant manager to propose reallocation of budgeted grant funds to the extent allowed by grant regulations or to request permission from the grantor to reallocate budgeted grant funds.

III. Employee Benefits:

Employee benefits for grant-funded employees will generally be the same as those provided for non-grant-funded employees in the same employee group, subject to

limitations of the applicable grant, including, but not limited to, budgetary limitations. Limitations of employee benefits for grant-funded employees includes the following:

A. Annual Leave:

Grant-funded employees will accrue annual leave at the same rate as regular College employees; however, carryover of annual leave at June 30 of each year for grant-funded employees should be limited to seventy-five hours. Grant-funded employees should work with their supervisor to use annual leave during the College fiscal year so that accumulated annual leave as of June 30 does not exceed seventy-five hours.

Upon resignation or other reasons of separation of employment, grant-funded employees will generally not be paid lump sum annual leave. An employee who anticipates resignation or separation from employment is responsible for working with his or her supervisor to use accumulated annual leave prior to leaving employment. Annual leave must be used in a manner so that grant activities and operations are not adversely affected.

B. Educational Assistance:

Educational assistance delineated in Columbia State College policies 05:18:00 and 05:18:01 for employees, spouses or dependents noted as being subject to funding availability is available to grant-funded employees only if allowed for in the grant guidelines and specifically included in the grant budget. Educational assistance noted as not being subject to funding availability will be available to grant-funded employees on the same basis as regular College employees.

C. Exceptions:

Exceptions to any portion of this policy may be granted by the president in consultation with the appropriate vice president and the director of human resources.

August 13, 2012 (new policy); January 26, 2015 (clarified payment of lump sum annual leave; added new policy number for educational assistance for spouse and/or dependents); Revised November 2018; Format updated July 2020