



Title: AUTHORIZATION TO RELEASE GRANT FUNDS FOR INITIATING THE HIRING PROCESS	Code: HH0602
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Policy Reference: N/A

Hiring Grant Funded Positions

All positions specially funded with grants are limited to the term of available funding. Grant projects may add positions during the term of the available funding.

If new roles are identified as necessary for a grant project, the position supervisor consults with Human Resources to identify the appropriate position level. If existing positions are to be included in a grant application, the department supervisor is responsible for providing Human Resources with a job description of each position required to perform the grants work. Human Resources–Compensation will perform a review of the job description, assign the appropriate pay grade and range, and forward one specific dollar amount within the range to the department supervisor, Grants Department and Finance Department, thereby affirming a match between the position(s) and the planned project activities.

The Project Accounting Office uses information from Human Resources–Compensation to provide position-related budget information prior to approval and submission of the grant application. When grant funds are awarded, the decision to release funds for approved positions is the responsibility of the Grants and Resource Development Department.

Positions created for new grants may not be filled prior to the grant start date. If new employees are to be hired for the project, the position supervisor must follow the standard hiring process and procedures by working with the designated Human Resources Talent Acquisition Partner. Grant-funded personnel must be hired using the same procedures as non-grant personnel. For specific information regarding MATC’s policies and procedures involved in developing and posting a position, and guidance on the selection and hiring process, please consult with the appropriate Human Resources Talent Acquisition Partner.

When requesting new positions, the approval process described in the Job Description Standard Operating Procedure must be followed. Administrators must submit rationale for the new positions to their Vice President for approval. If the President’s Cabinet and the President approve the position, the approval is sent to Human Resources and the appropriate administrator and executive assistant.

Human Resources reviews and approves the draft position description and establishes the position level and anticipated pay prior to posting the position for recruitment. For new positions, a job description must be created and sent to the Compensation Manager for review and approval. Human Resources will assign a position classification



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and salary range. The designated Human Resources Talent Acquisition Partner is responsible for preparing the online posting and facilitating the screening and interviewing process with participation from the hiring manager and Grants and Resource Development Department.

Discontinuance of Funding

Positions that are limited term and/or specially funded by grants contain an end date that does not extend beyond the end date of the grant award. Specially funded positions are hired for the duration of the grant and contain the potential for renewal for another grant cycle if the funding is renewed. Limited term employment (LTE) positions are hired for a specific period of time with a defined end date. If the LTE position is needed beyond the defined end date, a new requisition will be entered and the hiring process will begin again. Both types of positions are dependent on the availability of funding.

Sixty (60) days before termination of the limited term and/or specially funded position, if no notification of continued funding has been received, Human Resources will send a written notice of layoff to the employee and the employee's supervisor. The notice will state that funding for the position will not be available after the position end date or grant award end date and that the employee will be on layoff status as of that date.

If a new grant is awarded or if an alternative funding source is secured, a requisition for continuation of specially funded and/or limited term employment may be initiated.

If no alternative funding for continuation of the limited term and/or especially funded position is anticipated, employees who receive layoff notification must use all of their remaining vacation time by the end date specified in the notice.

Office(s) of Responsibility: Grants and Resource Development / Human Resources / Finance

Last Reviewed: Apr-2022