



## Grant Funded Positions

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#### 1. **Purpose**

The purpose of this policy is to establish the County’s responsibilities to employees in positions funded through the use of grant funds rather than County funded positions.

#### 2. **Applicability**

This policy applies to all to all employees in positions supported by grant funding, including both partially and fully grant supported positions and employees in positions supported by all types of grants, including Annual & Multi-Year, Intergovernmental & Private. Where there is conflict with any department-specific policy, this document will supersede.

#### 3. **Policy**

##### 3.1. **Roles and Responsibilities**

The Director of Human Resources has the responsibility for coordination and assurance that all benefit mandates and policies are followed. Grant funded employees must comply with all County policies, procedures and Personnel Ordinance regulations. At the completion of the grant, the hiring manager must complete the separation process in Workday.

##### 3.2. **Grant Funded Appointments**

Grant and Hiring Managers must follow all Human Resources classification, compensation and recruitment policies and procedures for any appointment. Grant employees are employed at will and are not eligible for covered status, vested rights or any right to compensation beyond the date of termination of the grant or their appointment with Buncombe County. All grant funded appointments are contingent upon receipt of grant funding specifically for that purpose. All grant positions must be created by the Board of Commissioners and are set to expire when grant funding expires (with the ability to extend in cases when grants are extended). Grant funded positions can be full or part time appointments.

Grant funds must be included in the adopted budget ordinance or approved through a budget amendment. No other county funds may be used to pay the salaries and/or benefits of employees occupying grant positions without the prior approval from the Buncombe County Commissioners. Positions that have received time limited Board of Commissioners approval to fund any portion of the salary and benefits need to be added to each approved years’ annual budget and have an end date assigned where that position is set to expire. Should the department wish to convert the grant funded position to a County funded position, the budget process for

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requesting a position must be followed. It shall be the policy of Buncombe County that the County shall request that grantor provide funds to pay for all benefits that grant funded employees are eligible for.

Grant funded positions terminate upon completion of the term of the grant under which the appointment was made or the lack of funding. Early termination of the grant can be made either by the County or the funding party, or upon exhaustion of the available funding for the position provided for under the grant, whichever occurs first.

Grant funded employees may only perform work that is allowable by the grant and, for partially grant funded positions, at a level proportionate to the level of grant funding for the position. It is the responsibility of the employee to maintain time and effort reports accurately reporting work performed. Procedures for recruitment for a grant funded position are found in Grant funded procedures document and the Personnel Ordinance.

### 3.3. **Benefits**

In situations where the grant covers 100% of the grant funded employee costs and benefits are an allowable use for the grant funds, grant-funded employees may be eligible for the following benefits:

- Earn leave as set forth in the County's Leave Policy from the date of hire.
- Group Health Insurance, Group Dental Insurance, Vision Hardware and Flexible Spending Account Benefits and all other ancillary benefits the County may offer. These benefits become effective the first day of the month following a thirty (30) day waiting period.
- Become a member in the North Carolina Local Governmental Employees' Retirement System upon date of hire.
- Additional benefits as designated in the Benefits policy in the same manner as a regular employee.

In situations where the grant covers less than 100% of the grant funded employee costs, grant funded employees are only eligible for benefits based on funding approval by the Buncombe County's Board of Commissioners.

### 3.4. **Compensation**

As long as employee compensation costs are fully allowable and grant budget can cover costs:

- 3.4.1. Salaries for grant funded positions must follow the County's Compensation Policy and procedures to ensure consistency amongst all employees with similar education and experience above the minimum qualifications for the position.
- 3.4.2. Grant funded employees will be eligible for any annual salary increase the County provides to regular employees, to include a cost-of-living increase, as long as the increase is funded fully by the grant. Grant or hiring managers are not allowed to provide a salary increase outside of what the County has provided to regular employees.
- 3.4.3. Grant funded employees are not entitled to any type of severance pay when their appointment ends.

### 3.5. **Changing from a regular appointed position to a grant funded position.**

A covered employee may be hired through the County's recruitment process into a grant funded position under the condition that the appointment is voluntary. A regular employee who

voluntarily accepts a change of status into a grant funded position will forfeit their covered service status, vesting rights and are not eligible for severance when the grant ends.

**4. References**

- 4.1. Grant’s Policy
- 4.2. Grant Funded Position Procedures
- 4.3. Benefits Policy
- 4.4. Compensation Policy
- 4.5. Leave Policy

**5. Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

**6. Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor’s Statement](#).

**7. Definitions**

- 7.1. Annual grant - a grant that is awarded annually, regardless of the specific grant period (e.g., County fiscal year, federal fiscal year, or calendar year).
- 7.2. Grant - financial assistance from an external entity to carry out a public purpose. This includes federal, state, and “pass-through” dollars.
- 7.3. Grant funded employee – an employee in a position funded by grant sponsored funds, for a specific task or for a definite and limited period of time.
- 7.4. Grant funded position – A position that is funded through an awarded grant that is related either to a specific program or project or for a specified period of time.
- 7.5. Grant Manager - the department and individual designee responsible for overseeing grant activities.
- 7.6. Intergovernmental grant - a grant that is provided to the County by another government entity, subsets include state or federal grants.
- 7.7. Hiring Manager – the individual charged with hiring and supervising the assigned grant employee(s).
- 7.8. Multi-year grant - a grant that affects the appropriation of funding beyond one (1) fiscal year.
- 7.9. Private Grant - a grant that is provided to the County by a private entity.

**8. Approval and Revision History**

Policy Origination Date:	April 2, 2019
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Board Approval Date:	May 19, 2022
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