Grant Funded Positions

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1. **Purpose**

The purpose of this policy is to provide information for employees in positions funded through the use of grant funds rather than County funded positions.

2. **Applicability**

This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.

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.

The hiring manager must follow the standard recruiting and selection process when filling grant-funded positions and must complete the separation process in the Human Resources Information System (HRIS) at the completion of the grant.

Departments and employees must maintain time and effort accurately.

3.2. **Grant Funded Appointments**

3.2.1. Grant and Hiring Managers must follow all Human Resources classification, compensation and recruiting policies and procedures for any appointment.

3.2.2. Any grant application that involves additional staff must be reviewed for a proper position classification by Human Resources.

3.2.3. Grant employees are employed at will and are not eligible for Covered Status or any right to compensation beyond the date of termination of the grant, due to a lack of funding or after their position an appointment end date with Buncombe County.

3.2.4. A regular employee who voluntarily accepts a change of status into a grant funded position will forfeit their Covered Status and is not eligible for severance when the grant ends. Grant funded positions are eligible for the benefits the grant will allow.

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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). Early termination of the grant can be made either by the County or the funding party, or upon exhaustion of the position funding provided by the grant, whichever occurs first.

3.2.5. Grant funds must be included in the adopted budget ordinance or approved through a budget amendment. No other 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. When prior approval cannot be obtained, the Board of Commissioners will be advised of any funds used to pay salaries and/or benefits of employees occupying grant funded positions. 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. If the department plans to convert the grant funded position to a County funded position, the budget process for requesting a position must be followed. If the grantor deems benefits an acceptable expenditure, then the grant must pay for the position's benefits.

3.2.6. 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.

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:

- Earning 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 hire.
- Membership 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 does not cover the total 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 employee pay 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.

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4. **References**
   - 4.1. Grant Funded Position Procedures
   - 4.2. Benefits Policy
   - 4.3. Employee Pay Policy
   - 4.4. Recruiting and Selection 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. **Covered Status** - An employee in a full-time or part-time regular position who has completed twelve (12) months of continuous employment. If an employee has an absence of more than thirty consecutive work days in their first 12 months of employment, the probationary period will be extended by the number of consecutive days absent. This definition does not include employees in grant funded or alternate workforce positions.
   - 7.3. **Grant** - financial assistance from an external entity to carry out a public purpose. This includes federal, state, and "pass-through" funds. For the purpose of this policy, this definition may also include settlements or other financial payments that may require time-limited personnel.
   - 7.4. **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.
   - 7.5. **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.
   - 7.6. **Grant Manager** - the department and individual designee responsible for overseeing grant activities.
   - 7.7. **Hiring Manager** – the individual charged with hiring and supervising the assigned grant employee(s).
   - 7.8. **Intergovernmental grant** - a grant that is provided to the County by another government entity, subsets include state or federal grants.
   - 7.9. **Multi-year grant** - a grant that affects the appropriation of funding beyond one (1) fiscal year.
   - 7.10. **Private Grant** - a grant that is provided to the County by a private entity.

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8. **Approval and Revision History**

Policy Origination Date:	April 2, 2019
Requires Board Approval:	☒ Yes ☐ No
Board Approval Dates:	10/21/2025 5/19/2022 4/2/2019
Policy Exclusions:	None
Revision History:	4/2/2019 – original policy created 5/10/2022 – edited to clarify for benefits and status of grant funded positions 9/29/2025 – edited to clarify role for separation process, language for termination of grant, funding for employee benefits; edited that benefits become effective the first day of the month following hire; edited "Compensation Policy" to "Employee Pay Policy"; added reference to Recruiting and Selection Policy and added definition for "Covered Status"

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