

**SOUTHWESTERN ILLINOIS  
COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE:** Externally Funded Employment

**POLICY CODE:** 3013

**DATE ADOPTED:** July 1991

**DATE(S) REVIEWED:** September 2010

**DATE(S) AMENDED:** October 2010

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The Board of Trustees encourages the solicitation and application for grants that will enable the college to improve its programs, facilities, and general services. All individuals hired by the college to fulfill the conditions of the grant are to be considered employees of the college. These individuals will be employed to meet the objectives of the grant and there can be no guarantee of employment beyond the grant period. The terms of employment under the grant will be made available to the individual through the Human Resources Office at the time of employment and in any future letters of appointment. The externally funded employee will receive all benefits relative to the employee's classification. Satisfactory service may be approved on a yearly basis for salary placement only. If a grant employee takes a regular college position, she/he will retain original date of hire for purposes of vacation, step increment and employee benefits.

If an existing college employee, faculty member or staff member is assigned through the recommendation of the supervisor to a grant or contract, she/he will, at the conclusion of the grant period, return to her/his original position. If an employee acquires a grant assignment on a voluntary basis without the supervisor's recommendation, the individual is not guaranteed employment at the conclusion of the grant period.

Financial transactions relating to grants and contracts will be administered by the Business Office according to institutional policies and grant or contract requirements. All grants and contracts are to be administered in accordance with current Board policies.