



City of Northampton, Massachusetts
Human Resources Department

POLICY & PROCEDURE
NUMBER 300-2

Effective Date: 7/1/98
Revision Date:

GRANT-FUNDED POSITIONS

I. POLICY: It is the policy of the City of Northampton that employees who work in grant-funded positions receive consideration to receive the same or similar benefits as nonrepresented employees provided that grant funds are so allocated by the department head based on prudent fiscal management of available funds, or the City so chooses to fund those benefits from non-grant sources.

II. APPLICATION: This policy applies to persons who work in City of Northampton full or partial grant-funded positions and who fall within the definition of a "City Employee." *This policy does not apply to the School Dept. or Smith Vocational High School nor to independent contractors or unpaid interns working for the City.*

III. DEFINITION OF TERMS:

A. City Employee: If the following conditions are satisfied, the person is considered an employee: an authorized City representative controls and supervises the person's day-to-day work and has the authority to discipline the person or terminate employment, and determines the person's working conditions and hours of work, and plays a part in how much the person is paid, and the person him/herself understands the City to be the employer and not an outside agency or organization.

1. Intermittent Grant Employee: An employee who works in a grant-funded position regularly **less than 20 hours per week**. Federal/state mandated deductions and benefits are applied. Mandatory deductions include deferred compensation, Medicare, and state/federal taxes. An intermittent grant employee is eligible for federal/state benefits such as unemployment compensation and workers' compensation benefits.

2. Part-time Grant Employee: An employee who works in a grant-funded position regularly **20 or more hours per week but less than 35 hours per week**. Federal/state mandated deductions and benefits apply and, in addition, the same or similar prorated benefits as nonrepresented part-time employees may apply to include eligibility to join the City's retirement plan provided that grant funds are so allocated by the department head or the City so chooses to fund those benefits from non-grant sources.

3. Full-time Grant Employee: An employee who works in a grant-funded position regularly **35 or more hours per week**. Federal/state mandated deductions and benefits apply and, in addition, the same or similar benefits as nonrepresented full-time employees may apply to include eligibility to join the City's retirement plan provided that grant funds are so allocated by the department head or the City so chooses to fund those benefits from non-grant sources.

IV. PROCEDURES:

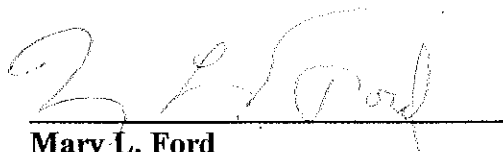
A. Prior to recruitment for, or renewing, a grant-funded position(s), the department head will coordinate with the Human Resources Department (HRD). This coordination will include a review of the grant's employee benefits funding and a comparison to equivalent City position benefits/deductions noting that in certain exceptional cases enhanced benefits may be offered in order to recruit highly qualified and skilled individuals. A determination will be made as to where the grant-funded position(s) fits into the City's Classification Plan (and development of an appropriate job description and rating if required.) Also, proposed Personal Service Contract language will be coordinated.

B. Once it is determined that a grant-funded position is, or will be, funded and subsequent to meeting with HRD as described above, the department head will submit a Personnel Requisition Form (HRD 1) through the Mayor's Office to the Human Resources Department. Upon receipt/approval, the Human Resources Department will further coordinate the position(s) with the Department Head.

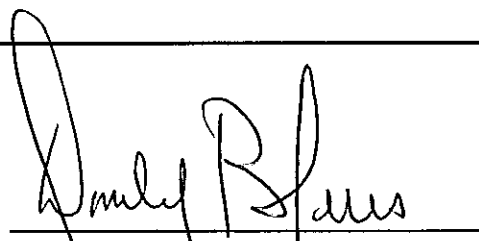
C. Once an individual is selected for a grant-funded position after the recruitment process, the department head will negotiate the terms of a Personal Services Contract (PSC) with the employee based on previous coordination with HRD. The PSC shall include the term of service for the position and document the fact that the term of service is contingent upon grant funding and that there are no other contractual or civil service rights associated with the position. The department head will subsequently submit a Personnel Action Form (HRD 2) to HRD confirming the selection, the start date of the new employee, the agreed upon salary, and, where applicable, the employee's City Classification Plan title and grade.

D. The department head will coordinate with HRD to schedule a City/HRD orientation for the new grant-funded employee(s).

Approved: _____



Mary L. Ford
Mayor



Donald R. Teres
Human Resources Director

Revision History: