



CHAPTER 2	SECTION NO.
College Personnel – Professional Staff	2.03
REFERENCE 2.03 Professional Staff (Grant-Funded) (<i>Exempt & Non-Exempt</i>)	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010; October 11, 2016; June 14, 2022; April 8, 2025</i>
	<i>Revised: October 11, 2016; June 14, 2022; April 8, 2025</i>

A grant-funded exempt or non-exempt professional staff position is funded wholly or in part through grant funds which may or may not be continued or which may be reduced from previous levels based upon the specific grant period. All grant-funded exempt and non-exempt position appointments are contingent upon adequate funding to support the position and are based on a specific grant period. All grant-funded exempt and non-exempt professional staff appointments will be made upon recommendation by the appropriate Senior Leadership Team member and finalized upon approval of the College President.

Grant-funded exempt and non-exempt professional staff employees normally follow a fiscal year July 1, through the following June 30, work schedule or from the date of employment through the following June 30. A shorter or longer appointment may be recommended by the President. A grant funded professional staff member scheduled to work less than 2080 hours per year will be considered a part-time grant-funded professional staff employee.

Appointment of exempt or non-exempt grant-funded professional staff, including the duties to be performed, the responsibilities assigned and the work to be accomplished, will be at the exclusive discretion of the College President and will be based upon the specific grant period and a continual assessment of the needs and interests of the students, the College and the community.

Grant-funded exempt and non-exempt professional staff employees shall be at-will employees and either the Board of Trustees (or designee) or the employee can terminate this at-will relationship with or without cause, with or without notice, at any time, except as provided by specific contract terms and any applicable laws.

A grant-funded exempt or non-exempt professional staff employee being-offered a subsequent or continued appointment shall be so notified by the President or designee on or before April 30th preceding the end of the current fiscal year.

If a grant-funded exempt or non-exempt professional staff employee resigns their position, the grant-funded professional staff member is expected to notify the President at least 30 days prior to their final workday.

A position description for each exempt and non-exempt grant-funded professional staff position will be kept on file in the College's Human Resources Department.