



ADMINISTRATIVE DIRECTIVE

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I. POLICY

It is the policy of the City of Tucson to apply Civil Service Rules and Regulations relevant to all grant funded positions.

- A. Any employee, who on initial entry into City employment under any type of appointment is funded in whole or in part through a grant from a public or private source, shall be informed in writing by Human Resources at the time of appointment.
- B. The employee shall acknowledge in writing, that the provisions have been read and understood that employment will cease at the termination of the grant regardless of the status of the employee and without regard to length of service.
- C. If terminated, the employee will not be entitled to the layoff provisions set forth in the Civil Service Rules and Regulations.
- D. The employee may be transferred, promoted or demoted into a non-grant funded position and become entitled to the provisions of the Civil Service Rules and Regulations.
- E. Permanent classified employees who have previously completed a probationary period in a non-grant funded position and are serving in a grant funded position are exempt from the requirements of this section.

II. DEFINITIONS

- A. Grant Funded Position

Any City position financed by public or private sources other than the General Fund, General Revenue Sharing, or Enterprise Funds.

III. DEPARTMENTAL RESPONSIBILITY

On the Personnel Action Request Form, the originating department shall state (a) the name and duration of the grant, and (b) the proportion of the position that is grant funded (e.g., "fully grant funded" or "half grant funded, half general fund").



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IV. HUMAN RESOURCES RESPONSIBILITY

Upon hire of an employee into a grant funded position, a Human Resources representative shall review the Administrative Directive on Grant Funded positions with the employee and require the employee to sign an Agreement of Understanding (Attachment 1) acknowledging that the employee has read and understood that employment will cease at the termination of the grant regardless of the status of the employee and without regard to seniority and layoff provisions of the Civil Service Rules and Regulations. The Agreement of Understanding will be filed with, and made part of, the employee's personnel record maintained by the Human Resources Department.

Appendices None.

References Civil Service Rules

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



City Manager



Date