

**CITY OF CHESAPEAKE, VIRGINIA****NUMBER: 2.49****ADMINISTRATIVE REGULATION****EFFECTIVE DATE: 12/01/05****SUBJECT: DEPARTMENT OF HUMAN RESOURCES  
STATUS OF SPECIAL PROJECT AND  
GRANT EMPLOYEES****SUPERSEDES: N/A****I. PURPOSE**

The City of Chesapeake hires a large number of employees whose employment status with the City is defined by the conditions of a grant, allocation or a special project. These employees may be full-time or part-time but are hired purposefully for the duration of a particular project or activity. This policy establishes conditions of their employment that may or may not be outlined within the confines of the project or grant.

**II. DEFINITIONS**

Grant Employees – Those employees hired as a result of a grant or special allocation of funds (under the auspices of a revenue source separate from the general fund) whose employment, for this purpose, ceases when the activity is complete and/or funding for employment services cease. These employees may be part-time or full-time, as outlined in the grant or allocation.

Special Project Employees – Those employees who are hired for more than one year (under the auspices of a revenue source separate from the general fund, a project of the general fund, or a combination of sources (including TIFs)) to perform a special activity, project or program and whose employment, for this purpose, ceases when the activity is completed and/or funding for employment services ceases. These employees may be part-time or full-time, as outlined in the activity/project budget.

**III. ELIGIBILITY**

All grant and special project employees who are under the direction of the City Manager are covered by this policy. In addition, employees hired by Constitutional Officers and Appointed Officials pursuant to a grant or special allocation of funds by the City are covered by this policy.

**IV. POLICY**

All positions intended as grant and/or special project will be identified in the employment posting as same, indicating temporary nature of the position. Upon hire, all grant and special project employees will enter into written agreement regarding the conditions of their employment. A copy of this agreement will be maintained in a personnel file in the Human Resources Department.

The City will provide the following limited benefits to special project and/or grant employees.

However, in those cases where the where the special project or grant employees are employed under the terms of a contractual agreement with a separate polity or entity (e.g., state or federal government, etc.), such employees will be entitled only to those benefits which are specified in the contractual agreement.

- A. Annual Leave- Special project and grant employees will accrue annual leave benefits under the following accumulation schedules. Accrual will begin on the first day of employment. As an offered and defined benefit leave accrual rates and usage parameters are non-negotiable for special project and grant employees.

**Full-time**

<i>Length of Service</i>	<i>Accrual Rate</i>
1-4 years	8 hours
5-9 years	10 hours
10-14 years	12 hours
15-19 years	14 hours
20+ years	16 hours

**Part-time**

<i>Hours Worked Per Month</i>	<i>Annual Leave Credit</i>
0-39	None
40-79	2 hours per month
80-119	4 hours per month
120-159	6 hours per month

All rules governing Annual Leave usage for City employees are applicable to special project and grant employees (unless otherwise defined under the grant or allocation).

- B. Holidays- The City will provide paid holiday leave equal to the number of hours that the employee would have worked on the holiday (unless otherwise defined under the grant or allocation).
- C. Sick Leave - The City will provide for sick leave accumulation with no maximum limit at a rate of 8 hours per month for full-time special project employees and under the following schedule for part-time special project and grant employees:

**Part-time**

<i>Hours Worked Per Month</i>	<i>Sick Leave Credit</i>
0-40	None
40-80	2 hours per month
80-120	4 hours per month
120-160	6 hours per month

Sick leave benefits have no pay out value upon termination of employment for special project

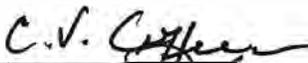
or grant employees (unless otherwise defined under the grant or allocation).

All rules governing Sick Leave usage for City employees are applicable to special project employees.

- D. Funeral Leave – The City will provide three (3) days of funeral leave to full time special project and grant employees if the death of an immediate family member occurs. The three days must be consecutive and must be used within ten (10) calendar days of the date of the death or notification of death (unless otherwise defined under the grant or allocation).

Part-time special project and grant employees will be paid only those hours and days the employee was regularly scheduled to work.

- E. Medical Benefits – The City will offer full-time special project or grant employees an opportunity to purchase medical coverage under existing City insurance plans (unless otherwise defined under the grant or allocation).
- F. Retirement and Life Insurance - Full-time special project employees may be eligible for retirement and life insurance benefits provided the project duration is anticipated to extend beyond the retirement vesting period (5 years). Anticipated project duration should be clearly articulated in the project plan.
- G. Pay Increases – Pay increases must be defined within the contractual language of the grant, allocation or an identified revenue source separate from the general fund. Periodic salary increases granted to City employees are not inclusive of special project or grant employees.
- H. Recognition and Incentive Programs - Special Project/Grant employees are eligible for participation in recognition award programs as defined in Administrative Regulation 2.36.

  
\_\_\_\_\_  
Dr. Clarence V. Cuffee, City Manager

11-22-05  
\_\_\_\_\_  
Date

## ACKNOWLEDGMENT

I have been offered employment by the City of Chesapeake, Virginia in the position of \_\_\_\_\_ with the \_\_\_\_\_ Department/Agency. I understand that this position is only available as a result of a grant or special allocation of funds. I further understand and agree that my employment in this position will end when funding for the position ceases or is eliminated. I also understand that I may be terminated from this position for misconduct or performance deficiencies.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness:

\_\_\_\_\_  
(Print)