



## **POLICY STATEMENT 2**

# **VACANT AND/OR NEW POSITIONS SUPPORTED FROM GENERAL REVENUE RESOURCES**

### **POLICY DIGEST**

Monitoring Unit: Office of Human Resource Management  
Initially Issued: May 1, 1977  
Last Revised: April 1, 2016

## **I. PURPOSE**

To specify the policy governing vacant and/or new positions supported from general revenue resources in order to preserve flexibility within the various administrative units.

## **II. DEFINITIONS**

General Revenue Resources are funds allocated to the University by the regular State operating budget. Positions fully supported from grants, contract research, restricted revenue sources and others not dependent upon State appropriations and other general revenue sources are not affected by this Policy Statement.

## **III. GENERAL POLICY**

Significant changes have been occurring in enrollment patterns in recent years. In order to maintain a proper distribution of available personnel resources, flexibility is needed so that funds may be shifted on occasion when demonstrated needs become disproportionate among units. The following policies and operating procedures shall be followed when vacancies occur:

- A. When a vacancy occurs for any reason--by retirement, resignation, death, or transfer--the budgeted salary funds for the vacant position created will go initially into an unallocated positions reserve account. Therefore, the vacant position will not be carried over automatically in the budget of the division(s) in which such position was previously carried.
- B. It will not be automatically assumed that the division in which a vacancy occurs will make a replacement. Rather, allocations for positions will be made on the basis of demonstrated need within the sums available.
- C. Although careful consideration will be given to the needs of the division in which a vacancy occurs, a replacement, if authorized, will not necessarily be at the same rank or salary level as held by the incumbent. The division will, of course, be entitled to consideration for the unallocated funds derived from the position vacated, provided a timely and fully substantiated request for replacement is made.
- D. Decisions on requested replacements and the distribution of salary funds for new positions to various divisions will be made by the President upon the recommendations of the Budget Committee. Periodically during the year, the Budget Committee will meet to review and pass

judgment on pending requests for replacements and/or new positions for which funds would be drawn from the unallocated positions reserve account.

- E. This memorandum shall not apply to graduate assistants and student employees. It may be applied to classified positions at the discretion of the Budget Committee.

#### **IV. SOURCE**

- A. CM-39 on Procedures for Vacant Positions Supported from General Revenue Resources, 14 May 1971.