POLICY STATEMENT 2
VACANT AND/OR NEW POSITIONS SUPPORTED FROM GENERAL
REVENUE RESOURCES

POLICY DIGEST
Monitoring Unit: Office of Human Resource Management
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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.