

College of Food, Agricultural, and Environmental Sciences

Staff Vacancy Credit Policy

Issued: 7/1/00

Policy

The policy is designed to increase the fiscal flexibility and permit long-ranged planning opportunities within the departments/school in the College of Food, Agricultural, and Environmental Sciences.

All academic units, including OARDC and OSUE funded portions of Entomology, FAHRP, and Human Ecology, will retain vacancy credit dollars for classified and most unclassified positions. Automatic replacement of unclassified programmatic positions should not be assumed. (See Programmatic Salary Savings Policy, pg. 3).

Procedure

Guideline increases and budget will be transferred annually by the college units and appear no later than the September financial statements. Base budget (annual rate) transfers may be made between lines provided they are within the same budget fund (e.g., transfers of base funds may not be transferred from OARDC to General Funds). Documentation must be sent to notify OARDC and OSUE fiscal staff of base budget transfers. General Funds budgets will be handled according to University guidelines. Where base budget adjustments between budget units need to be made, changes in existing personnel FTE appointments may be made. Transfers may include base budget and/or cash funds. Mechanisms for tracking and reporting are listed in Addendum 1.

The units may use the available dollars at their discretion to fund new hires, reclassifications, career progressions, equity increases, counteroffers, increasing supply or equipment budgets, budget reductions, etc. **However, all salary adjustments must adhere to University policies and OHR (Office of Human Resources) guidelines** (Salary and Classification Administration: Policy Number 3.10, Revised 9/14/99). Extension specific titles may only be used when >50% of the position is funded by an OSUE fund.

The Cabinet will provide no additional funding. If this funding is not adequate to accomplish needed equity or other salary adjustments, the College will consider providing a loan to the unit to be paid back with the next vacancy.

Units will be responsible for all cash and annual rate deficits in the classified and unclassified categories on a yearly basis. Additionally, the departments/school will be responsible for funding cash payouts of accrued staff vacation and sick leave. Overtime must be funded by the department/school.

In the event of budget reductions, the College may withdraw this policy.

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ADDENDUM 1

Mechanisms for Tracking and Reporting

College Responsibilities

- A composite base budget statement will be provided annually by August 31 to departments. These statements will be updated on a quarterly basis.

Department Responsibilities

- Departments are responsible for reviewing the composite base budget statements and communicating any revisions or corrections.
- Departments will initiate budget transfer requests. The Budget Action/Transfer Form is to be submitted to the appropriate budget unit. An appropriate notification form will be developed to notify OARDC and OSUE when the new ARMS accounting system goes live July 1, 2000.
- Each department will develop an annual report on use of staff vacancy credit dollars to be presented at annual budget hearings.

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Programmatic Salary Savings Policy

Issued: 7/1/00

Policy

The policy is designed to increase the fiscal flexibility and permit long-ranged planning opportunities within our departments/school in the College of Food, Agricultural, and Environmental Sciences. Includes all unclassified programmatic professional positions and includes, but is not limited to, program assistant, program coordinators, program specialist, program manager, program director and research scientists. A listing of all programmatic positions will be provided annually to departments/school.

The program must be reviewed by the appropriate Director(s) and approved for continuance. Written approval will be provided to chairs, with copies to fiscal officers of all funding partners. When a programmatic professional position is vacated, and until authorized to be filled, the College will hold the annual rate and cash attached to that position. The funds will be used to cover any vacation/sick leave payout and other costs associated with the position.

If a unit chooses to leave the position vacant past the approved hire date (per the authorizing director(s)), they will receive the salary savings, based on the original authorized salary, not to exceed 6 months worth. The funds may be used at the discretion of the department/school to assist with recruiting, relocation costs and other associated costs.

***salary savings do not include benefits**

In the event of budget reductions, the College may withdraw this policy.

Effective 7/1/00