

POSITION CONTROL – FUNDING ACTIONS

FY20 ACROSS THE BOARD/STEP/LONGEVITY INCREASES (G00005-125051-1210/2500)

Division Heads hold negative balance for ATB Absorption - fringes are not included in the negative balance amounts. These negative balances will remain in effect, year after year, until enough permanent action(s) are identified. However, these negative balances can be offset temporarily by vacant staff positions, less student worker spending, and/or lower SS&M spending. **(Note: FY20, any permanent savings in respective departments are being transferred to the ATB Absorption Account (2925)).**

DEPARTMENT'S SS&M TO FUND (Permanent Actions):

- Reclassifications
- FTE increases
- New positions
- Appendix C – Discretionary salary adjustments
- Equity/market/retention Increases
- Reorganizations resulting in increase in positions/salary budgets

Note: Working out-of-class and interim assignments above budgeted salaries are not funded from SS&M but will negatively affect your budget.

DEPARTMENTAL SAVINGS TO SS&M (Permanent Actions):

- Reclassifications to less than budgeted salaries
- FTE decreases
- Elimination of positions not applied to Budget Reductions

SALARY SAVINGS TO DIVISIONS (CANNOT USE TO FUND PERMANENT ACTIONS): (Decisions for Salary Savings is decided each fiscal year.)

- Salary savings from vacant positions (prorated). The longer the positions are kept open, the more salary savings
- Reduced appointments (temporary)
- Any savings due to break in Payroll (leave without pay, etc.)

FUNDED FROM A CENTRAL ACCOUNT

- Non-base longevity increases
- Transfers
- Bumping

TRANSFERS:

- When an **employee transfers** into a position at a higher than budgeted salary, the Central Account will fund the increase. **This will not be an expense to the departments;** conversely, if an employee transfers into a position at a lower than budgeted salary, the savings will be transferred into the Central Account. **This will not be a savings to the departments.**

BUMPING:

- During Budget Reductions, an employee bumps into a position because their position has been eliminated. If they bump at a salary more than the budgeted salary, **the Central Account will fund the increase.** If the employee bumps into a position at a salary lower than the budgeted salary, the **savings will be transferred into the Central Account.**

Approval from the Division Heads will be needed for any changes to positions/salary budgets. The President's Discretionary Account will no longer be funding position/salary actions.