

SECTION: 6.43
SUBJECT: Vacant Positions
AUTHORITY: Executive Director

Policy:

It is important positions be utilized to support the agency's mission. Vacant positions are in great demand and positions vacant for an inordinate length of time do not support the agency's projects. Therefore, positions vacant four months or longer will be subject to this policy.

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Procedure:

6.43.1 Vacancy Report

- A. At the beginning of each month the Office of Human Resources (HR) will Provide a report to each division or office (D/O) director reflecting current agency vacancies and the date on which the position became vacant.

6.43.2 Vacancy Justification

- A. For positions which have been vacant four months or longer, the D/O director shall send a memorandum to the Executive Director with an explanation detailing why the positions have not been filled.
- B. The Executive Director shall determine whether the position will remain in the current D/O or be placed on the agenda for discussion by the Senior Leadership Team (SLT).
- C. Vacant positions brought to the SLT will be analyzed to determine whether the position can be better utilized elsewhere in the agency. The Chief Financial Officer will advise the SLT on funding issues that may limit movement of the position.
- D. If the decision is made to move the vacancy, the receiving D/O shall complete a position description and forward to HR to effect the change.

History: Est.: 02/17/2005

APPROVED:

Kenneth D. Haddad
Executive Director or Designee

February 17, 2005
Date