

# POSITION MANAGEMENT POLICY GUIDELINES

## *Budget Planning & Administration*

### ABOUT THE POLICY

Sac State's [Position Management Policy](#) was approved by the President on July 10, 2022, and subsequently revised on July 1, 2025.

### HIGHLIGHTS OF THE POLICY

- New positions are approved through the Annual PBAC Budget process.
- Requests for new positions require a workload analysis to validate full-time work.
- Upon direction of the President, BPA will periodically review and eliminate aged vacancies
- This policy currently excludes faculty that provide instruction; Academic Affairs will be responsible for providing a listing of the number of new faculty and lecturer positions for President and CFO approval.

### NEW POSITION REQUESTS

#### Funded & Approved Positions

New position requests should be submitted to the President's Budget Advisory Committee (PBAC) for review and approval during the Budget Call process each Spring. These requests must include a workload analysis to confirm consistent, full-time work. Once finalized & approved by the President, funding will be included in the new year's budget. Positions that receive approval by both PBAC and the President **with funding** will not need to go through the approval process outlined below. Divisions will receive budget for the approved position once filled and are not expected to pay for associated benefit costs. PBAC-approved positions must still adhere to the regular HR review process. For positions requested in the Budget Call, but **not funded**, please follow the approval process below.

#### Approval Process outside of Budget Call

If a division requests a new position outside of the Budget Call process, they must be able to support the cost of the salary *and benefits*. Benefits will be owed by the Department/Division to the central pool. Once the position is filled, divisions will submit a budget transfer for the current year benefits costs; Budget Planning & Administration (BPA) will remove the full 12-month cost from divisions' subsequent year baseline. To obtain approval for a new position, please submit the following information via email to BPA ([bpa-01@csus.edu](mailto:bpa-01@csus.edu)):

- Memo justifying need and how you will pay for the position. Memo must be signed by VP or Provost.
- Anticipated Salary, Classification, Title, Full Time Equivalent (FTE), Job Code, & Grade
- Draft Position Description (note: you will receive a position number from BPA once approved)
- [New Position Questionnaire](#)
- Workload analysis validating there is consistent, full-time work for the position.
- Hiring Chill Form

Once received, BPA will analyze the request, confirming details and costs, and route to the CFO and President for approval. Once approved, BPA will route the request to Classification and Compensation to review the position description (PD). Once the PD is approved, BPA will establish a new position number.

### REPURPOSING AND RECLASSIFICATIONS

Repurposing or reclassifying existing vacant positions likely do not need to obtain CFO & President approval if they are of comparable value. Please check with BPA to confirm availability and position number.

### AGED VACANCY REVIEW

BPA will periodically review unfilled vacancies and at the direction of the President, may inactivate the positions and sweep funding. BPA will notify divisions before deactivating any position.