

POSITION MANAGEMENT POLICY GUIDELINES

ABOUT THE POLICY

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

HIGHLIGHTS OF THE POLICY

- New positions are approved through the Annual UBAC Budget process.
- Any position that has been vacant more than 8 months will be removed from the official position list.
- Divisions may request a 6-month extension to continue recruitment efforts and fill the position. Special consideration will be given for failed searches.
- 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 University Budget Advisory Committee (UBAC) for review and approval during the Budget Call process each Spring. These requests will be finalized & approved by the President along with the new year's budget. Positions that receive approval by both UBAC 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.

UBAC 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

Per the policy, if you need to request a new position outside of the Budget Call process, you must be able to show you can 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, you will need to 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, please submit the following information to the Vice President of Administration and Business Affairs and Chief Financial Officer's (VP/CFO) office via email (vp-cfo@csus.edu) and copy BPA (bpa-01@csus.edu):

- Memo justifying need and how you will pay for the position. Memo must be signed by division VP/Provost
- Anticipated Salary, Classification, Title, Full Time Equivalent (FTE), Job Code, & Grade
- [New Position Questionnaire](#) & draft Position Description (note: you will receive a position number from BPA once approved)

If approved, the CFO will forward the request to the President for final approval. After the new position is approved, please submit to HR for their review.

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.

DEACTIVATING UNFILLED POSITIONS

Beginning with the July 10, 2022 effective date of the new policy, vacant positions must be filled within 8 months or the position will be deactivated. Positions vacant before July 10, 2022 will be deemed to have a July 10 vacancy start date.

BPA will notify divisions before deactivating any position. If an extension is needed, please submit a [Position Vacancy Extension Request](#) to the CFO's office (vp-cfo@csus.edu) and copy the BPA (bpa-01@csus.edu). If approved by both the CFO and President, an additional 6-month hiring window will be granted.