

BUDGET AND PERSONNEL POLICY CHANGES FOR FY2008

1. Personal service budget items
 - a. Retirement Anticipation Policy. The policy was established under a previous administration for the purpose of encouraging advance notice of retirement. The policy was not enforceable, it did not produce the desired result, it did produce undesirable results and it was in conflict with State, System and College policy regarding performance-based or merit pay raises. Therefore, the policy has been rescinded. *No requests for participation in the RAP were accepted during the spring 2007 budget cycle nor will they be accepted in the future. All persons who requested participation in the RAP prior to May 15, 2006, have now received 1st and 2nd year funding as prescribed under RAP. The College has fulfilled its obligations under the previous RAP.*
 - b. Vacant positions, salary lapse and related matters. Effective July 1, 2007, any time a position (budget line) is vacated the following will occur:
 - i. The unit manager will prepare the appropriate PIF which shall serve as notice to Payroll and Human Resources that the position is vacant.
 - ii. Human Resources will immediately
 1. Notify the administratively responsible vice president or CIO of the vacancy and add the position to the running list of vacant positions,
 2. Notify the Vice President for Fiscal Affairs that the position is vacant, who will amend the running vacant positions list.
 - iii. The position line will be retained in the home budget until action is taken by the appropriate vice president.
 - iv. All unspent and unobligated (reserved for accrued leave) funding (salary + benefits) will be returned to the appropriate contingency account by the Vice President for Fiscal Affairs.

This policy will insure that decision makers have flexibility to fund priorities throughout the fiscal year. It will permit the VPFA to maintain a real-time running total on salary lapse, which will provide the information needed to make timely and sound decisions about mid-year budget adjustments. Policy is under development that will provide details on how vacant positions will be released for hiring action.

- c. Process for filling classified positions. Beginning July 1, 2007, the following procedures apply to filling classified positions:
 - i. Requesting permission to fill positions
 1. Existing positions – for positions that are in the budget, but vacant, the unit (budget) manager will request permission to fill the vacant position by completing the form **Request to Fill Position** and submitting it to the appropriate vice president. If the position requires reclassification a separate reclassification action will be required (policy under development).

2. New positions – for new positions the unit (budget) manager will simultaneously request permission to fill a new position by completing the form **Request to Fill Position** and by completing the request for classification (policy pending) and submitting them to the appropriate vice president.
- ii. Approvals – the responsibility for approval to fill classified positions, new or existing, will be with the respective vice president and subject to prevailing policy, which is subject to change based on fiscal conditions.
- iii. Advertising classified positions – all classified positions will be advertised by ABAC Human Resources compliant with institution and system policy. Please note the following changes:
 1. Positions will be advertised from the approved list of classified positions (see classifications/reclassifications below) with descriptions, qualifications and responsibilities that are consistent with the ‘general description’ that is associated with the position. Modifications, deletions and/or additions will be permitted to accurately describe the duties and responsibilities associated with the position so as to attract qualified and suitable candidates, but subject to HR approval.
 2. All positions will be advertised at base salary with a statement indicating that final salary will be commensurate with qualifications and experience.
 3. Unit (budget) managers will be allowed to offer salaries up to base plus 15% with the written approval of the appropriate vice president subject to written documentation of experience and/or qualification.
 4. Persons employed in classified positions will be notified in writing at the point of employment that they are being hired in a position with a six-month period of ‘probationary’ employment and that they will be formally evaluated during the six-month period. Salary adjustments for new hires will be the same as for existing employees (see adjustments to compensation).

These policies and procedures will insure consistency and equity in the hiring process while providing some much-needed flexibility in compensation at the point of hiring to supervisors.

- d. Process for filling faculty and administrative positions. Beginning July 1, 2007, the following procedures apply to filling faculty and administrative positions:
 - i. Requesting permission to fill positions
 1. Existing positions – for positions that are in the budget, but vacant the unit (budget) manager will request permission to fill the vacant position by completing the form **Request to Fill Position** and submitting it to the appropriate vice president or the President. If

- the position requires reclassification, a separate reclassification action will be required (policy under development).
2. New positions – for new positions the unit (budget) manager will simultaneously request permission to fill a new position by completing the form **Request to Fill Position** and by completing the request for classification (policy pending) and submitting them to the appropriate vice president or the President.
- ii. Approvals – the responsibility for approval to fill faculty and administrative positions, new or existing, will be with the respective vice president or the President and subject to prevailing policy, which is subject to change based on fiscal conditions.
 - iii. Advertising faculty and administrative positions – all faculty and administrative positions will be advertised by ABAC Human Resources compliant with institution and system policy. Advertised salaries will be determined by hiring supervisor in consultation with the appropriate vice president.
- e. Adjustments to compensation – compensation adjustments shall be limited to the following.
- i. Annual merit pay adjustments – merit pay raises, including raises for promotions, degrees and awards, will be considered once per year during regular budget development. Adjustments will be in accordance with College, System and State guidelines and will be reflected in the original budget for the succeeding fiscal year (starting July 1) and shall take effect per System budget guidelines (currently January 1 of each year).
 - ii. Equity adjustments – will be considered once per year, during budget development. Adjustments will be in accordance with College, System and State guidelines and will be reflected in the original budget for the succeeding fiscal year (starting July 1) and shall take effect per System budget guidelines (currently July 1 of each year).
 - iii. Changes in duties and responsibilities and/or reclassification – when duties, responsibilities and/or workload changes, adjustments in compensation can be recommended by the unit (budget) manager in writing to the appropriate vice president, who will be administratively responsible for approving adjustments in accordance with guidelines established by the Director of Human Resources and the Vice President for Fiscal Affairs.
 - iv. Adjustments for retention – when retention of an employee is eminently threatened by competitive offer, the unit (budget) manager is permitted to petition the appropriate vice president for intervention by ‘counter’. All proposals for retention offer will be considered by the Cabinet. Significant discretion shall be the rule when considering retention offers. They shall be limited to situations where the employee is of ‘irreplaceable value’ to the institution and retention is eminently threatened.

These policies and procedures will simplify budgeting and payroll actions. Previously the personal services budget and payroll of the College was in a constant state of change. These procedures will move the College towards having significant numbers of payroll changes only twice per year, i.e. beginning of fiscal year and beginning of calendar year.

- f. Classifications/Reclassifications –
 - i. List of classified positions - the Office of Human Resources will maintain and publish a list of classified positions. This list will include, by title, a general statement or description of the position along with minimum qualifications, typical responsibilities and duties, and pay grade information, including base salary.
 - ii. New classifications – when new classifications are required they will be developed by the hiring supervisor and the Director of Human Resources. Base salary shall be commensurate with duties, responsibilities and requirements for education, training or skills.
 - iii. Routine requests for reclassification - Because reclassifications often have budgetary implications their reconciliation prior to budget development is preferred. Therefore, on about January 15 each year the Director of Human Resources will distribute to members of the ABAC Administrative Council a notification that requests for reclassification actions will be accepted until February 15. Requests for reclassification will follow the same chain of command as for permission to fill vacant positions. Reclassification of filled positions will be based on documentation of the nature of work performed by the incumbent employee compared to the description of the position. Minimum documentation will include a letter of justification by the immediate supervisor. A desk audit will be the preferred method of documentation.

These policies and procedures are needed to support new procedures for filling classified staff positions, which are designed to enhance the College's ability to recruit and retain quality staff members. They will also insure that classification actions occur in step with budget development.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
REQUEST TO FILL A POSITION

This form is used to initiate requests to fill vacant or new positions. Hiring managers are responsible for preparing this form and forwarding it to the Budget Director. The form should then be submitted for approval to the supervisory Vice-President, and then the VP of Business and Finance. After receiving all necessary approvals, the form will be sent to Human Resources who will then proceed to request other information as needed to advertise the position.

FOR DEPARTMENT USE:

REQUEST INITIATED BY: Name: _____ Department/Division: _____
REQUEST APPROVAL TO: <input type="checkbox"/> Fill the position vacated by: _____ <input type="checkbox"/> Create a new position <input type="checkbox"/> Hire Temporary/Seasonal Assistance
POSITION INFORMATION: Position Title: _____ Position Category: <input type="checkbox"/> Administrative <input type="checkbox"/> Faculty <input type="checkbox"/> Classified Staff
Type of Employment: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary, enter employment begin/end dates _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time _____%FTE or _____ Hours/week
Hiring Manager: _____ Date: _____
Supervisor: _____ Date: _____
Supervisory Vice President: _____ Date: _____

BUDGET INFORMATION (Completed by Vice President of Fiscal Affairs):

Funds for this position are: <input type="checkbox"/> Available <input type="checkbox"/> Not Available Fiscal Year _____
Payroll Position # _____ Position Title _____ B-CAT _____
Budgeted amount: \$ _____ Funding Source: <input type="checkbox"/> State <input type="checkbox"/> Grant <input type="checkbox"/> Other _____
Vice President of Fiscal Affairs: _____ DATE: _____

APPROVAL: (Only in the case of a Vice President level position.)

PRESIDENT _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature _____ Date _____

The completed form should be forwarded to the Office of Human Resources.