

ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: **College of Agriculture and Natural Resources**

Subject: **SALARY SAVINGS - DEPARTMENTAL**

Effective Date: **July 1, 2000 (revised)**

A. Purpose

The College annually realizes salary savings from vacant positions. A majority of these salary savings reside within the departmental budgets. These savings are to be used at the discretion of the Dean, but will remain in the originating departmental budget unless otherwise notified. The general idea is that funds from salary savings will be used for one-time, short-term purposes, including but not limited to:

- Recruitment bonuses, such as moving expenses, above Provost support.
- Retirement buyouts & leave
- Startup packages
- Equipment upgrades
- Laboratory upgrades
- Operating expenses
- Administrative increments
- Overload payments
- Contractual agreements

Funds that involve a long-term commitment, such as permanent salary increases, retention, reclassification requests, or ongoing operating expenses will require the identification of funding to be permanently moved from a vacant position. Exceptions could be requested during funding years that recruitment and retention dollars are distributed to the colleges by the Provost. Moves of funding between salary and operating require campus approval.

B. Procedure

- 1) Salary savings worksheets will be prepared and issued from the AGNR Fiscal Office. Distribution will occur the end of June of the current fiscal year with the data relational to the upcoming fiscal year. Worksheets will be issued to the Chair/Director and the corresponding business personnel.
- 2) Worksheets will include faculty, exempt and non-exempt positions.
- 3) To offset turnover requirements, an assessment by the State Department of Budget and Management approximately 4% of the total salary and wages within each unit will be held vacant and funding not available for use.
- 4) Departments/units will be permitted to use 70% of remaining salary savings without the Dean's approval for individual purchases under \$30,000.
- 5) Requests for single item purchase \$30,000 or above will require written approval from the Dean.

- 6) Requests for contractual employment and term appointments. i.e. Faculty Extension Assistant or Associate, Faculty Research Assistant or Associate (renewed annually) must be presented on the AGNR Position Request Form and salary savings noted as source of funding.
- 7) Requests for the remaining 30% of salary savings will require written approval from the Dean accompanied by a listing of the use of the 70% discretionary portion of the salary savings.

Requests for larger program support or new positions outside of departmental salary savings will be made through a similar process. Departmental salary savings balances and prior usage will be considered in determining the funding of outside requests. Some level of departmental support should be offered. The Fiscal Office will honor requests for funding support from the college only if they are in writing from the Dean.

C. Contact

Assistant Dean – Fiscal Office