

33.99.01.E0.01 Vacant Positions

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Supplements System Regulation 33.99.01

Standard Administrative Procedure Statement

Positions that become vacant will be eliminated according to the following guidelines.

Reason for Standard Administrative Procedure

Budgeted positions that are vacant for six months should be eliminated. This Standard Administrative Procedure (SAP) documents procedures for removal of these positions.

Procedures and Responsibilities

1. ALL BUDGETED POSITIONS

- 1.1 Budgeted positions that have been vacant for six months or more must be eliminated. Salary savings will remain in the account where the position is budgeted. However, divisions may reactivate and fill the positions within two years of the date the position became vacant.
- 1.2 Payroll will receive a monthly report identifying those positions that have been vacant for six months. These positions will be eliminated by the Engineering Budgets and Payroll Office (Payroll) and notification will be sent to the division.
- 1.3 To reactivate a position, the comments section of the electronic Employee Personnel Action (EPA) document should state, "This position became vacant on (give date) and is being reactivated and filled on (give date)." The EPA or the notification from Payroll which eliminated the position must be attached to the EPA that will reactivate and fill the position.
- 1.4 No position may be reactivated and filled after two years from the date it became vacant.

Related Statutes, Policies, or Requirements

[System Regulation 33.99.01, Employment Practices](#)

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