

## **33.99.01.E0.01 Vacant Positions**

Approved October 21, 2008  
Reviewed July 7, 2014  
Revised July 4, 2021  
Next Scheduled Review: July 4, 2026

Supplements System Regulation 33.99.01

### **Standard Administrative Procedure Summary**

Positions that become vacant will be eliminated according to the following guidelines. This Standard Administrative Procedure (SAP) documents timelines and procedures for removal of vacant positions.

### **Procedures and Responsibilities**

#### **1. ALL BUDGETED POSITIONS**

- 1.1 Vacant budgeted positions should be eliminated after six month unless the position will be filled prior to the start of the next fiscal year. Salary savings will remain in the account where the position is budgeted.
- 1.2 Engineering Payroll will run bi-annual reports identifying those positions that have been vacant for six months or longer. A notification will be sent to the division HR Contact who is responsible for eliminating the vacant position(s) in Workday.
- 1.3 To reinstate a closed position, a new position must be requested through the [Request for Personnel Action Form](#). New positions must be approved to fill through Human Resources and Engineering administration.

### **Related Statutes, Policies, or Requirements**

[System Regulation 33.99.01, Employment Practices](#)  
[Request for Personnel Action Form](#)

### **Contact Office**

Engineering Human Resources  
(979) 458-7699