


UNIVERSITY OF WYOMING

Vice President for Administration
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To: Deans, Directors and Department Heads

From: Douglas H. Vinzant, Vice President for Administration 

Date: August 10, 2009

Re: Vacancy Review and Central Salary Management Processes Associated with FY 2010 Budget Reductions

On June 4, 2009, President Buchanan issued a memorandum to all UW employees, entitled Budget Reductions, Fiscal Year (FY) 2010. The purpose of the current memorandum is to describe processes that have been developed to address two specific actions called for by the President.

No. 1 Hiring "squeeze" - Classified staff vacancies that occurred during FY 2009 and are occurring in FY 2010 will be filled only in rare circumstances and, even then, after a significant delay.

No. 3 Central salary management - Funding for classified staff positions that become vacant and any budget established for new positions is set at 15 percent into the pay grade.

To achieve the budget reduction targets included in the President's memorandum, a vacant position review process has been developed. Approval to refill a vacant position, create a new position, or reorganize or restructure existing positions must first be obtained from the vice president of the division where the vacancy resides. To aid in this effort, a Staff Position Request (see attachment) must be completed by the department or college, reviewed and approved by the appropriate appointing authority, and sent to the appropriate vice president. This form can also be found on the Human Resources website at:

http://uwadmnweb.uwyo.edu/hremployment/Benefitted_Staff_Position_Request_Form.docx.

The form requires that each vacated staff position be ranked by the appointing authority in terms of importance to refill (tier 1 to tier 3). It must be completed for each vacated position, including those ranked tier 3 that units have voluntarily decided not to refill, in order to provide a complete accounting of staff vacancies. Hourly non-benefitted **student** and 100% grant-funded positions are exempt from the vacancy review process. The Staff Position Request form is not required for hourly non-benefitted **non-student** positions; however, these positions are subject to the review process. See the table at the end of this memo to determine the requirements for each type of position.

If the request to fill a vacant position is approved by the vice president of the division in which the vacancy occurred, it must then be forwarded to my office for final review and approval. If approval is received to fill the position at 15 percent into the pay grade, the Budget Office will transfer any FY 2010 Section I funding in excess of the new salary into the

University Central Salary Management (CSM) account, after taking into consideration terminal leave or lump sum vacation pay out obligations. A copy of the budget transfer will be sent to the hiring department. Departments no longer need to submit CSM budget transfers for FY 2010; they will be carried out by the Budget Office. In addition, consistent with President Buchanan's memorandum, the Budget Office will permanently reduce the department's salary budget for FY 2011 by the corresponding annualized value of the FY 2010 reduction during preparation of the FY 2011 budget.

Classified staff positions funded through self-sustaining (Section II) accounts will also be restricted to salary funds equal to 15 percent into the pay grade, although excess funds will not be transferred to a central salary pool.

If the request to fill a vacant position is *not* approved or if the unit has voluntarily chosen not to refill the position, the Budget Office will transfer the remaining FY 2010 budgeted salary amount into the University Vacancy Savings account, and a copy of the budget transfer will be sent to the hiring department. In addition, in keeping with President Buchanan's directive, the Budget Office will permanently reduce the department's salary budget by the corresponding annualized value of the FY 2010 reduction during preparation of the FY 2011 budget.

President Buchanan also identified two other initiatives that are currently underway:

No. 7 Efficiencies and Effectiveness

b. The Division of Information Technology will implement a program of mandatory central purchasing. The division will also implement institution-wide efficiencies such as a single-email system, a single domain with sub-domains and central consolidation of IT personnel throughout the university.

c. The Division of Administration will implement a system of business service offices to consolidate and coordinate accounting personnel across multiple departments.

The Division of Information Technology has initiated a pilot program for consolidating personnel, and the Division of Administration will create a project team in the very near future to research and develop a business service center model for the University of Wyoming.

Progress reports toward the above-mentioned goals will be provided to the President's Executive Council and the campus community on a regular basis.

General questions regarding the above processes may be directed to Janet Lowe at 766-3307 (jlowe@uwyo.edu). Please contact Peggi Duell at 766-2541 (peggi@uwyo.edu) with budget transfer questions. As always, the Human Resources Department is available to provide guidance throughout the entire hiring process.

Position	Subject to Review Process	Request Form Required
Classified – full-time and part –time	Yes	Yes
At-Will or Administrator	Yes	Yes
Hourly non-benefitted – non-student	Yes	No
Hourly non-benefitted – student	No	No
100% grant-funded (Sponsored Programs)	No	No

Attachment: Position Request Form

cc: President's Executive Council

Position Request Form
(not required for Hourly Non-Benefited and 100% grant-funded positions)

Date: [Click here to enter a date.](#)

Dept. Contact: **Phone:** **Email:**

College or Division/Department:

1. Position Information

- a. Position title

- b. Position number

- c. Pay grade

- d. Brief job description (include a percentage of time to be devoted to (a) business services, including accounting, accounts payable, purchasing, personnel records and payroll, and (b) information technology.)

2. Budget Information

- a. Current annual budgeted salary
- b. Annual hiring salary (min + 15%)
- c. a. minus b. =

3. This position is

New A replacement for a vacated position Reconfigured from a vacated position

If vacated, how long?

If reconfigured, please briefly describe the differences in (a) job description or (b) FTE.

4. Funding source? Section I Section II Section I and II

Funding source(s):

Fund	Dept ID	Bud Ref (if Req'd)	Proj/Grant

If section II, please describe (fees, grants and contracts, gift income, other revenues, etc.)

Routing:

Dept · Appointing Auth · VP · VPA (copy to Budget Office) · VP · Appointing Auth · Dept · Human Resources

5. **Dean's or Administrative Director's ranking** (tier 1 to tier 3 – Tier 1: essential to core mission, must fill. Tier 2: very important functions, would prefer to fill but not as critical as tier 1. Tier 3: could operate without or would prefer to replace with higher priority position through CSM.)

Justification (If ranked tier 1 or tier 2) Provide a brief but succinct justification addressing, for example: the essential nature of functions; numbers of students and faculty served; contractual obligations to be met; number of other support staff assigned to the unit or program and the functions they perform; implications of not filling the position.

6. **Impact on staff budget** (if ranked tier 1 or tier 2): Explain how the proposed position has been reconfigured to contribute to reducing support staff costs and to increasing staffing efficiencies (e.g. modification of duties to reflect centralization of business functions; FTE change; pay grade change; use of work study students, etc.)

Reviewed and Approved by Dean / Administrative Director

VP Decision: _____ Signature: _____ Date: _____

VPADMIN Decision: _____ Signature: _____ Date: _____

The Budget Office will process transfers after the position has been vacated and all terminal leave is exhausted. A copy of the transfer will be forwarded to the department contact.

For Budget Office Use Only:

Approved to be refilled:

	FY 2010 (T)	FY 2011 (P)
Current pay rate		
15% into pay rate		
Differential		
Times months remaining		
Transfer amount		

Positions not authorized to be refilled or tier 3 vacancy savings recaptured: \$

Routing:

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