I. Purpose/Introduction/Rationale

These guidelines are intended to provide a process for review and approval of position budget requests and other non-routine appointment and position change transactions.

II. Application and Procedure

A. These guidelines apply to all of the following types of transactions:
   1. Creation of a regular full or part-time position, regardless of funding source, including the conversion of existing budget allocations designated for compensation or other expenditures.
   2. Increase in work hours for a regular budgeted position, regardless of funding source, including the conversion of existing budget allocations designated for compensation or other expenditures.
   3. Elevation of an exempt position title.
   4. Reclassification of a non-exempt hourly position to exempt salaried status.
   5. Market/Equity or other special adjustments to base salary.
   6. Hiring a faculty or exempt staff member at a salary which more than nominally exceeds the available position budget.
   7. Offering employment terms and/or compensation packages to new faculty or staff that involve extended commitments, incorporate built-in pay adjustments which more than nominally exceed the position’s available budget, or include fringe benefits not associated with the standard benefits package.
   8. Increase in student and non-student temporary budgets.

These guidelines do not apply to routine employment or budget transactions involving use of approved designated funds within the budget.

B. Procedure

1. All requested transactions meeting the above criteria must be submitted by the Dean or Department Head to their respective Vice President for review, along with supporting documentation. If supported by the Vice President, the request will be brought forward by the Vice President to the President’s Staff for review and consideration. Those requests approved by the President’s Staff will be forwarded to the Human Resources Department for processing.

C. General Guidelines

1. Proposed compensation increases (including market, equity, merit and other adjustments) and position budget increases are, under normal circumstances, to be processed in accordance with the established annual College budget planning process and/or merit increase program. Proposed compensation increases (excluding those processed through the annual merit program) and
position budget changes having the support of the appropriate Vice President shall be considered by the President’s Staff as a group.

2. Where impracticable to delay processing of a compensation increase or a position change request until commencement of the annual budget process, an exception request may be processed in accordance with the above approval procedure. All exception requests must be well justified and documented accordingly.

3. Mere availability of existing funds will not in and of itself be cause for approval of a requested transaction. Therefore, all requests must include written operational or programmatic justification to be considered.

4. Prior to bringing forward to the President’s Staff for review any position budget or non-routine appointment request meeting the above-noted criteria, the respective Vice President shall advise the Director of Human Resources of the requested transaction and provide opportunity for input.

5. Non-salary budget funds may not be reallocated to fund salaries and vice versa without express approval of the President’s Staff.

6. In those cases where approved transactions involve use of restricted funds, the affected faculty or staff member shall be advised that continuation of the position or increase in appointment shall depend on continued availability of those restricted funds.

7. One-time salary savings recouped as a result of vacancies may be used to hire temporary replacements or to fund salaries for other short-term temporary projects, subject to approval by the Human Resources Department.

IV. Related Policies or Applicable Publications

See also: Authorization Guidelines for Position Budget and Non-routine Appointment Transactions Policy HR7705

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A