

**MARION COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Business Services

**SUBJECT: VACANT POSITIONS TERMINATION**

**1.0 Purpose**

This establishes budget policy and procedure concerning the handling of vacant positions whenever it is clear that such positions will not be filled during the current or ensuing budget year.

**2.0 General Policy**

Personnel positions that have not been filled or are not currently under recruitment during the current fiscal year shall not be included in a department's requested annual budget for the ensuing fiscal year.

Elimination of vacant positions must be done in accordance with Marion County Personnel Rules.

**3.0 Policy Guidelines/Procedures**

- a. The Budget Officer's annual budget preparation instructions shall instruct departments to identify and propose to eliminate all positions that have been vacant in the current fiscal year and for which there is not currently active recruitment to fill the positions.
- b. During the Budget Officer's review of departments' proposed annual budgets, the Budget Officer shall discuss with department heads and elected officials the reasons why the vacant positions have not been filled and verify that each vacant position will not be needed during the budget year.
- c. The Budget Officer may grant exceptions to the elimination of positions when a department has justified the need for a specific position and assures that another round of recruitment is planned in order to find the right candidate if no one was hired after a previous round(s) of recruitment.
- d. The Budget Officer shall notify the Division of Human Resources of the intent to not fund specific vacant positions and to instruct the Division not to recruit for these positions during the current fiscal year or following budget year. Position numbers shall be provided.

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- e. The Division of Human Resources shall make appropriate changes to its records to ensure that all vacant positions are listed as eliminated and are not recruited during the current or budget years.

Adopted: 6/05