



**ADMINISTRATIVE POLICIES**

<b>SECTION:</b>	<b>Financial Management</b>	<b>POLICY #:</b>	<b>491</b>
<b>TITLE:</b>	<b>Position Control</b>	<b>PROCEDURE #:</b>	<b>491-A</b>
		<b>ORDER #:</b>	<b>08-48</b>
<b>DEPT:</b>	<b>Finance</b>	<b>DIVISION:</b>	
<b>ADOPTED:</b>	<b>4/08</b>	<b>REVIEWED:</b>	<b>REVISED:</b>

**PURPOSE:** To establish a policy to manage increases in the number of personnel positions in department programs.

**AUTHORITY:** The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

**APPLICABILITY:** All departments.

**GENERAL POLICY:** It is the policy of Marion County that department and programs may increase the total number of full-time equivalent (FTE) personnel positions over approved program budget levels only when there is new revenue to support such positions. All FTE increases must be approved through the budget process.

**DEFINITIONS:** FTE or full-time equivalent: Full-time employment is equivalent to 1.0 full-time equivalent personnel position. Full-time employment for Marion County consists of positions budgeted and paid either 37.5 or 40.0 hours per work week. Some positions are budgeted and paid at fewer hours per work week, and are classified as part of a full-time equivalent, e.g., .5 FTE for 20 hours per week. The FTE of each position of an organizational unit level are frequently totaled to provide a total FTE, e.g., four .50 FTE are equal to an equivalent of 2.0 FTE.

**POLICY GUIDELINES:**

1. Findings: Special revenue funds often receive new or additional grant or contract funding and, less frequently, the authority to increase fees or other charges for services after adoption of the annual budget. The board must approve new or revised grants or contracts, and this is done outside of the budget process. Upon board approval, departments are ready to implement the improvement and/or expansion of services by adding new positions allowed by the new funding. To wait for the next scheduled supplemental budget process may delay implementation by several months. This may be avoided by requiring departments to complete supplemental budget requests immediately following board approval of new funding. After appropriate approval, departments could proceed with recruitment of the new positions, with the understanding that the supplemental request would

## **SUBJECT: POSITION CONTROL**

not be processed until a later date, and that they must continue to keep personal services expenditures within total appropriation authority. The latter requirement does not usually present a problem until well into a fiscal year, as total personal services appropriation authority for the fiscal year as a rule will be sufficient to pay for the new positions until supplemental funding is approved.

2. Responsibilities:
  - a. Departments must submit all FTE increase requests on human resources position request forms. The requests must gain finance department budget clearance and chief or deputy administrative officer approval. The positions must then be included in regular or supplemental budget requests. New positions for special revenue and enterprise fund programs may be recruited after chief financial officer and budget officer approval of supplemental budget requests prior to board approval.
  - b. Departments must clearly identify FTE increases and reference approved position requests in regular and supplemental budget requests.
3. Exceptions: Exceptions may be granted only by the budget officer.
4. Implementation: The chief administrative officer shall implement this policy.
5. Periodic Review: This policy shall be reviewed after the first year for improvements that surface during the implementation year, and then at least every three years by the chief financial officer.