



ADMINISTRATIVE PROCEDURES

TITLE: Position Control		PROCEDURE #: 491-A
DEPT: Finance		DIVISION:
EFFECTIVE DATE: 4/08	REVIEWED:	REVISED:

OBJECTIVE: To establish budget and personnel procedures to manage the total number of program and department personnel positions.

REFERENCE: Policy #491

POLICY STATEMENT: It is the policy of Marion County that departments 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 full-time equivalent position increases must be approved through the budget process.

APPLICABILITY: All departments.

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.

Vacancy savings. Vacancy savings means wages and benefits unspent due to position turnover, hiring lag, reclassification, under-filling (appointment to a class at a lower pay or grade), and step savings (filling of a position at a lower step with grade than was budgeted).

PROCEDURES:

1. Identification of New Funding
 - 1.1 For special revenue and enterprise funds one of the following conditions must apply for funding to be considered available:
 - a. Receipt of new or increased grant or contract funding that requires hiring positions that cannot be filled by transfers from ongoing programs. The board of commissioners must have approved the new or increased grant or contract funding.

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- b. New or increased fees or other charges for services approved by the board of commissioners.
- c. Net working capital derived from the unexpended balance of a prior year grant or contract and for which authority to expend will lapse at the end of the current fiscal year. This must be approved by the budget officer.

- 1.2 For the internal service (central services) fund, new or increased contract revenue from outside agencies, or general fund support, is considered new revenue for that fiscal year. No increase in FTE will be allowed for the current fiscal year unless it is in support of an organizational change and the board of commissioners approves of the change.
- 1.3 For the general fund, if total estimated current year general fund resources exceed the total current requirements appropriation.
- 1.4 In all funds, current year vacancy savings may not be used to fund new positions in supplemental budget requests.

2. Budget and Human Resources Approval

- 2.1 Departments must submit appropriate forms to human resources to establish new classifications or to request a new position already classified, prior to submission of any budget request in the annual or a supplemental budget.
- 2.2 Departments must submit supplemental budget requests on the standard form immediately following approvals under 1.1a, b and c. After chief financial officer and budget officer approval, a department may proceed with recruitment of a new position with the understanding that the supplemental request may not be processed until a later date, and the department must continue to maintain personal services expenditures within total appropriation authority.
- 2.3 All annual and supplemental budget information shall clearly identify by title the FTE comprising the total increase in FTE requested for each department by program. Budget requests for increases in FTE shall specify the new funding source(s) for each position.
- 2.4 The chief financial officer shall advise human resources of all authorized new positions.
- 2.5 A position request action for a new position shall be processed after budget officer approval of the regular or supplemental budget request that applies.

3. Supplemental Budget Request Not Required

- 3.1 Deletion of a vacant position and the concurrent addition of a position (“add/delete”) of approximately the equivalent or lower cost are allowed within any department fund. If more than one program is involved, resources must be shifted between programs to follow the new position. A supplemental budget request is not required.

4. Exceptions: Only the budget officer may grant exceptions.