

**SUBJECT: POSITION VACANCY POOL**

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**General**

Each department, division, or office unit begins the fiscal year with a fixed salary budget including staff benefits. The authorized positions and related salary for each unit have been approved by the State Board of Education as part of the fiscal year operating budget. At Lewis-Clark State College, positions, salary, and staff benefits are centrally controlled by the Office of Administrative Services. Salary savings resulting from resignations or other personnel turnover will be used to address institutional-level financial needs on a priority basis.

Similarly, all vacant positions will be considered to be in the institutional vacancy pool upon being vacated and subject to review prior to being refilled. The President's Cabinet will serve as the vacant position review board and will determine if a vacant position is to be refilled within the department, re-allocated to another area, or deleted. No commitments to fill a vacant position are to be made prior to the review prescribed herein.

**Policy**

- 1.0 The revised Personnel Action form (11/98 revision) should be used for notification that a position will be vacated. Such notification should be processed and routed in accordance with Section 4.109 of this manual.
- 1.1 Upon the receipt in the Administrative Services Office of the notification that a position will be vacated, the Vice President for Administrative Services will initiate the vacant position review as a President's Cabinet agenda item.
- 1.2 The Vice President for Administrative Services or his designee will respond to the department(s) with recommendations of the President's Cabinet.
- 1.3 Subsequent actions to refill vacant positions must be coordinated through the Human Resources Office to ensure compliance with equal-opportunity/affirmative action regulations and other applicable policies and procedures.