Sweeping of Vacant Position Salaries

**PURPOSE**The primary consideration for sweeping salaries is to increase the efficiency and effectiveness of the university operations by deploying resources to high priority areas in a strategic manner.  The approach also serves to relieve budget pressures in a climate of tight margins, decreasing state support, and pressure on tuition increases.  In summary, this approach helps maintain the institution’s financial health while effectively allocating resources to areas of greatest need.

**AFFECTED FUNDS**

* Education & General Funds (E&G)
* Designated Tuition Funds

**POSITIONS AFFECTED**

* Administrative and Professional (A&P)
* Classified (exempt and non-exempt)

**PROCEDURE TO SWEEP FUNDS**  
Any available balance in PeopleSoft for A&P and classified positions will be swept each month by the Budget & Personnel Services to an institutional reserve cost center under the Division of the Vice-President for Business Affairs. Budget & Personnel Services will also analyze which departments have hired previously vacant positions and allocate the necessary funds to each department to avoid overdrafts.

**PERMITED USES OF SALARY SAVINGS**Budget & Personnel Services may reallocate salary savings to address critical needs essential to operations.