UWE

Vacancy Planning - Budget Policies & Procedures

Upon the vacancy of a permanent, budgeted position, a unit director can request the use of salary savings resulting from the vacancy to cover costs associated with a search and screen process and to fund a backfill plan to cover the roles and responsibilities of the vacated position. With additional Vice Chancellor approval, salary savings can be used for other expenses as well. This request can be made to the Budget Office through the following steps:

1. The vacancy planning process begins when the position is vacated. The Budget Office can provide a vacancy planning template to aid in the planning process for the search & screen, backfill costs, and other expenses. The Budget Office can also provide an estimate of the expected salary savings resulting from the vacancy.

2. The salary savings resulting from the vacancy should first cover any leave payouts that will be charged to the unit. Effective for FY17, Terminal Banked Leave Payouts (including ALRA) have been centralized and are funded through an assessment distributed according to payroll charges throughout the year.

3. After leave payouts, a budget to cover search & screen costs should be calculated. Appropriate search & screen expenditures include:
   a. Position advertisement expenses
   b. Travel, meals, and hotel expenses for on-campus interview candidates
   c. Computer for the new employee (if not included in the start-up package and one is not available in the pool for the position)

4. The department will need to track expenses associated with search and screen costs. Effort should be made to pay out expenses from the account(s) where the vacancy is budgeted.

5. At the completion of search and screen process, a listing of expenses should be provided to the Budget Office and budget transfer will be completed to allocate salary budget to supplies & expense budget lines.

6. Salary savings that are available after any leave payouts and search & screen costs are figured in can be utilized as part of a backfill plan.

7. A backfill plan template is included in the vacancy planning template. The plan should include the title of the vacant position, dates associated with the vacancy, a listing of the position's roles and responsibilities, the associated percentage of the total for each responsibility, the individual(s) providing backfill coverage, and an estimated cost for the coverage.

8. Options for backfill depend on the staff type of the vacant position. Faculty and Instructional Academic Staff (IAS) positions can generally be covered by other faculty and instructional staff and this work can be compensated through the Overload and Lump Sum (OLS) payment process. For vacant Non-instructional Academic Staff (NIAS) positions below director level, overloads can generally not be provided to other NIAS for providing backfill coverage. Other options include hiring a temporary or interim appointment into the position, utilizing additional

student help, or absorbing the existing workload into the duties of other staff in the department. Backfill options for University Staff are similar to those for NIAS.

9. Dates on the backfill plan are important. If a new employee is hired into the original vacated position, their start date cannot be before the end date of the backfill plan unless the backfill plan is revised. Two individuals are not permitted to be on payroll in the same position at the same time.

10. The backfill plan must be approved by the Budget Office. Overload payments to staff covering additional responsibilities for the permanent position would be acceptable according to University policy. The backfill plan must be submitted prior to or as back-up with the overload paperwork.

Last modified September 9, 2025.