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Date: 9/5/2012 1:44:16 PM

Subject: Re: Process For Deletion of VACANT FTE Positions More Than 12 Months Old

Dear Agency CFOs, Budget Directors and Human Resource Directors,

Proviso 80A.7 of the FY 2012-13 Appropriation Act authorizes the deletion of vacant FTE positions that are more than one year old (13 months or greater). The State Budget Division, working with the Human Resources Division, will begin this deletion process for vacant positions as of September 14, 2012 and will bring recommendations to the Budget and Control Board at its October 30, 2012 meeting.

The criteria used will be the same as in previous years. Each agency is allowed to retain a 5% vacancy factor based on the total number of authorized positions or a minimum of ten positions. If deleting all vacant positions more than one year old would bring the total number of vacant positions below this threshold, then agencies will be allowed to retain the number of vacant positions needed to maintain the 5% vacancy factor/ten position minimum.

Your budget analyst will provide you a copy of the positions that have been vacant for more than one year as of September 14, 2012. Personnel actions that have occurred prior to September 14, 2012 MAY be considered for exemption. If your agency has taken personnel actions such as actively interviewing for the position, extending an offer letter, etc., provide your exemption request WITH documentation to your budget analyst NO LATER THAN Friday, September 28, 2012. **NO REQUESTS WILL BE CONSIDERED AFTER THIS DATE.**

If you have any questions feel free to give your budget analyst or human resource consultant a call.

Thank you for your cooperation.