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October 15, 2014

To: Agency CFO's  
Budget Directors  
Human Resources Directors

From: Brenda Hart

Re: Deletion of 12 Month Vacant FTE Positions

Proviso 101.7 of the FY 2014-15 Appropriation Act authorizes the deletion of vacant FTE positions that are more than one year old (13 months or greater). The Executive Budget Office, working with the Human Resources Division, has begun this vacant position deletion process and will bring recommendations to the Budget and Control Board at its December 9, 2014 meeting.

Vacancy reports from SCEIS and HRIS were run with data as of September 30, 2014. 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.

Following this correspondence, your budget analyst will provide you a copy of the positions that have been vacant for more than one year. Personnel actions that have occurred prior to our report date may be considered for exemption. Please provide your exemption request with documentation to your budget analyst no later than Wednesday, November 5, 2014. 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.

Cc: Sam Wilkins  
Kelly Watkins