


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	POLICY NUMBER: 500-004	PAGE NUMBER: 1 of 2
	CHAPTER: 500 Fiscal	
	SUBJECT: One-Month Salary Sweep	
	EFFECTIVE DATE: May 23, 2005	
	SUPERSESION: April 2, 2004	
OPR: VCAF VC: Vice Chancellor for Administration & Finance	Approved by Pamela Shockley-Zalabak, Chancellor, on May 23, 2005	

I. POLICY

- A. Executive Team has agreed that the policy to temporarily sweep one month salary and benefits from vacated positions will continue indefinitely. The Division of Resource Management is responsible for all budget entries.

II. AUTHORITY FOR CAMPUS POLICIES

III. PURPOSE

- A. One month salary sweeps are being used to help build campus reserves. Reserves are being maintained to help offset potential budget deficits due to further possible state appropriation cuts, unfunded mandated cost increases, or other campus shortfalls. Reserves are used to fund one-time activities.

IV. DEFINITIONS

- A. Vacancy: A vacancy is said to occur in a position when the person staffing the position leaves the University or is transferred or promoted to a position with essentially different duties.

V. PROCEDURES

- A. A vacancy will not occur when an individual's position is modified through a change in job description that entails the retention of the individual's essential duties, even if the change results in an addition of duties or a change in classification status.
- B. The Personnel Office will determine when a vacancy occurs.
- C. An appeal of the Personnel Office decision may be initiated by the appointing authority and submitted to the three Vice Chancellors.

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- D. A change in vacancy determination will not be granted unless approved by a majority of the Vice Chancellors. There will be no appeal of the Vice Chancellors' decision.
- E. When a vacancy occurs in a permanent position, the campus will take a one-month salary sweep from the budget for that position.
- F. Related benefits of the one month's salary will be transferred from the applicable Benefits FOPPS. All salary and benefits will be transferred to the Campus Salary Savings FOPPS.
- G. If the same position becomes vacant more than once within six months, the position will only be swept once. This is the **only** exception to the policy.
- H. If the vacant position has a budget deficit at the time it becomes vacant, the budget office will contact the Unit to coordinate a temporary budget transfer to cover the one month salary sweep.
- I. Departments have the option of filling the position immediately but are still responsible for providing an amount equal to one month of salary and benefits if they exercise this option.

VI. RESPONSIBILITY

- A. Division of Resource Management
- B. Department vacancy is taking place in.

VII. HISTORY

VIII. ATTACHMENTS: