



UCCS CAMPUS POLICY

Policy Title: One-Month Salary Sweep

Policy Number: 500-004

Policy Functional Area: FISCAL

Effective: July 1, 2012
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Vice Chancellor of Finance and Administration (VCAF)
Office of Primary Responsibility: VCAF
Policy Primary Contact: VCAF, 719-255-3210
Supersedes: April 2, 2004; May 23, 2005; July 1, 2009
Last Reviewed/Updated: July 1, 2012
Applies to: Staff and Administration

Reason for Policy: One-month salary sweeps are used to backfill a negative base-budget that was established in FY 2009-10 as part of campus budget cuts. Sweeps will continue until such time as that negative base budget is restored.

I. INTRODUCTION

Leadership Team has agreed that the policy to temporarily sweep one-month of salary from vacated classified positions and positions exempted from the state personnel system will continue indefinitely. The Budget and Planning Office is responsible for all budget entries. This applies to general fund (fund 10 only) positions and does not include faculty lines of any type.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, or regent policy, or as may be delegated by the president.

B. Procedures:

1. A vacancy will not occur when an individual's job duties change and their position number remains the same.
2. The Human Resources (HR) Office will determine when a vacancy occurs.
3. An appeal of the Human Resource Office decision may be initiated by the appointing authority and submitted to the appropriate Vice Chancellor.
4. A change in vacancy determination will not be granted unless approved by the Vice Chancellor for Administration and Finance. There will be no appeal of the Vice Chancellor's decision.
5. When a vacancy occurs in a permanent position, the campus will take a one-month salary sweep from the budget for that position.
6. 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.
7. 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.
8. Departments have the option of filling the position immediately, but are still responsible for providing an amount equal to one month of salary if they exercise this option.

III. KEY WORDS

A. Vacancy

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	April 2, 2004
Revised	May 23, 2005
Revised	July 1, 2009

NOTE: This policy initially indicated a one-month salary sweep. Effective July 1, 2009 the policy changed, increasing the one-month sweep to a two-month sweep. However, given the campus current economic situation, the Chancellor and Leadership Team determined it is necessary to decrease the salary sweep back to one-month effective

NOTE: July 1, 2011. During FY 2011-12 it was decided that faculty should not be included in the salary sweep policy. This update will clarify that decision as of July 1, 2012.