

Colorado School of Mines

Position Control

Position control, budgeting and managing positions within the Colorado School of Mines, was initiated in FY 2006 and fully implemented in FY 2008. The Budget Office is responsible for maintaining position control. All permanent positions must be approved through the annual budget process.

Positions are categorized as permanent, temporary, or pooled. Permanent positions are budgeted positions that are usually only assigned to one employee. Temporary positions are positions that are not budgeted but are funded from other sources such as salary savings, unspent operating, etc. More than one employee can be assigned to a temporary position. Pooled positions are lump-sum budgeted on the finance side and can have one or more employees assigned.

Positions are associated with job assignments within a fiscal year. The HRS Forms, Recruitment Authorization Forms, and the Appointment Forms can all be used to assign an employee to a position number.

The HRS Forms, Recruitment Authorization Forms, and the Appointment Forms, commence all transactions related to positions. These forms are required to establish a new position, delete a position, or modify an existing position. Examples of modifying a position include: changing the labor distribution, adjusting the percentage split for employees paid from more than one FOAP, changing the percent of effort, or increasing an employee salary as a result of a promotion or position reallocation. Appointment Forms are required to assign an employee to a temporary position.

Department fund managers must approve all forms related to position control. Their approval indicates that funds are available for the position (establishment, promotion, reallocation, temporary supplemental increase or any other salary increase). **The department fund manager must provide the source of funds (fund, org, and program) along with a brief description as to how these funds will be covered within the next fiscal year.** Vice presidential approval is required to change a position's title, source of funding (fund type), and department or to reallocate a position. Presidential approval is required to establish a new position, change the class (i.e., classified to administrative faculty) or to provide an increase outside the regular annual salary increase process.

Banner Human Resource System maintains the position control data which includes: position number, position title, position class, position budget, position FTE, department org, and labor distribution. In the Banner Finance System, permanent positions are budgeted for salary and fringe benefits. Pooled positions (adjunct faculty, research faculty and student hourly) are lump-sum budgeted.

~~The salary savings from vacant budgeted permanent positions currently remains within each department (up to \$50,000 per position) at the discretion of the vice presidents and the president.~~

~~Special circumstances may require that vacant salary savings budget be swept back to the vice president to be used at their discretion throughout the year.~~

Per the e-mail message sent to the Mines Community on October 1, 2008 from President Bill Scoggins,

“Salary savings from vacant position from October 1 forward will be held by the Budget Office. Departments will be able to request the use of the salary savings through their respective vice president.”

This policy only relates to those positions that are currently budgeted in the general fund and any positions funded by auxiliary funds. This vacant policy excludes:

- *Custodial positions*
- *Grounds positions*
- *Adjunct positions*
- *Research faculty positions*
- *Academic faculty positions*
- *Research funded positions*

Each month fund managers should monitor budgeted line items and positions by utilizing the e-print reports and Self-Service Banner. These reporting tools provide both summaries and transaction details of expenditures by line item. The Labor Distribution Report provides the names, position numbers, and payroll amounts, of employees paid in each organization. Contact the Director, Geoff Barsch (X3763) or the Senior Budget Analyst, Anna Aguirre (X3257) in the Budget Office with any questions about position control.