

July 1, 2015

**MEMORANDUM**

TO: Vice Chancellors and Deans

FROM: Charles D. Leffler, Vice Chancellor for Finance and Administration  
Warwick A. Arden, Provost and Executive Vice Chancellor



SUBJECT: SPA and EPA Non-Faculty Vacant Position Clean-Up

We recently received guidance from the Office of State Budget and Management and UNC – General Administration (UNC-GA) concerning positions that have been vacant for 12 months or longer. While the Governor and State Budget Director’s memo of April 20, 2015 (attached) excludes the University System, UNC-GA’s memo of June 23, 2015 (attached) asks that in order to demonstrate efficient management of positions and personnel funds, we review our “vacant SPA and EPA non-faculty positions and make a systematic effort to abolish positions which have been vacant for 12 months or greater and for which there is no intention to actively recruit within the next 6 months”.

In early July, the University Budget Office will send information to campus for preparation of the regular quarterly Vacant Position Report for state appropriated budget codes 16030, 16031 and 16032. In order to comply with this new directive from UNC-GA, a column will be added to the report to designate positions that have been vacant for 12 months or longer. We ask that special attention be given to this report and that you designate the positions that can be abolished as appropriate.

Please contact Millie Britt in the University Budget Office at [mcbritt@ncsu.edu](mailto:mcbritt@ncsu.edu) with any questions.

Attachment

cc: Steve Keto, Associate Vice Chancellor for Finance and Resource Management  
Barbara Carroll, Associate Vice Chancellor for Human Resources  
Todd Driver, Director, HR Information Management  
Barbara Moses, University Budget Director  
Millie Britt, HR Systems Data and Reporting Analyst  
College and Divisional Business Leads



STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT

PAT MCCRORY  
GOVERNOR

LEE HARRISS ROBERTS  
STATE BUDGET DIRECTOR

April 20, 2015

MEMORANDUM

TO: Department Heads and Chief Financial Officers

FROM: Lee Harriss Roberts  
State Budget Director

A handwritten signature in black ink, appearing to read "Lee Harriss Roberts", written over the printed name.

SUBJECT: Vacant Positions

Over the last two years, Governor McCrory has directed agencies to focus on increased efficiency and effective stewardship of taxpayer dollars. Accordingly, the Office of State Budget and Management and the Office of State Human Resources are working together to improve budgeting and transparency in personnel expenditures, focusing on the approximately 2,500 positions in state government that have remained vacant for at least 12 months. The first phase of this initiative, which is being implemented in the Executive Branch over the next few months, complements the Governor's NC GEAR budget recommendation to achieve savings through better planning and budgeting of unused salary and benefit dollars.

Positions that have been vacant for more than 12 months will be eliminated. Funds that are currently budgeted for these long-term vacancies will be realigned to operating accounts that are not funded adequately to cover ongoing requirements, or will be placed in agency reserves.

Specifics of this phase of the initiative include:

- Abolishing positions in state agencies, excluding the University System, that, as of April 17, 2015, have been vacant for 12 months or longer and have not been filled by July 1, 2015. This applies to positions funded from any source of funds, including those funded in whole or in part with state appropriations, federal funds, grants, and state agency or other receipts.
- Allowing agencies to re-align unused budgeted salaries and benefit funds to a reserve account located within each fund to be realigned at a later date to cover operating accounts that are historically not funded adequately.
- Consideration by OSBM and OSHR of exceptions on a case-by-case basis where an agency can document in writing that abolishing a long-term vacant position(s) will directly result in:

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- 1) A risk to the safety, health and/or well-being of our citizens; or
- 2) An impact to the State's ability to meet federal or state maintenance of effort requirements or mandatory staffing levels for vital services.

Requests for exceptions must include factual documentation of the specific circumstance, the specific position(s), clear explanation of how and why maintaining the long-term vacant position(s) protects a vital interest, and a proposed action plan and timeline for filling or abolishing the long-term vacant position(s) and identifying a plan to realign funding for service delivery.

Requests for exceptions shall be submitted by the agency head to the State Budget Director by 3 p.m. May 22, 2015.

OSBM will provide agencies with additional guidance regarding processes, requests for exceptions, and timelines for implementation. Please contact the Office of State Budget and Management with any questions or clarifications.

cc: Neal Alexander, Director, OSHR  
OSBM

**Constituent Universities**

Appalachian  
State University

East Carolina  
University

Elizabeth City  
State University

Fayetteville State  
University

North Carolina  
Agricultural and  
Technical State  
University

North Carolina  
Central University

North Carolina  
State University  
at Raleigh

University of  
North Carolina  
at Asheville

University of  
North Carolina  
at Chapel Hill

University of  
North Carolina  
at Charlotte

University of  
North Carolina  
at Greensboro

University of  
North Carolina  
at Pembroke

University of  
North Carolina  
at Wilmington

University of  
North Carolina  
School of the Arts

Western Carolina  
University

Winston-Salem  
State University

**Constituent High School**

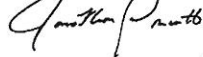

North Carolina  
School of Science  
and Mathematics

**General Administration**

Main: 919-962-1000

Web: [www.northcarolina.edu](http://www.northcarolina.edu)

June 23, 2015

From: Jonathan Pruitt, Vice President for Finance   
Matthew S. Brody, Vice President for Human Resources 

To: Chief Human Resources Officers and Chief Financial Officers

Subject: SPA and EPA Non-Faculty Position Clean-Up

The Office of State Budget and Management (OSBM) recently issued a directive to all State agencies mandating that positions that have been vacant for one year or greater and will not be hired by July 1<sup>st</sup> must be abolished. While the University System was exempted from this directive, this highlights attention to the issue of vacant positions and how these appear in our reporting to the State, The Board of Governors, as well as the Legislature.

From the standpoint of demonstrating efficient management of positions and personnel funds, it is not in our shared interest to have a large volume of positions on the books that have been vacant a significant period of time and/or are not actively under recruitment. Accordingly, all campuses are being asked to review their vacant SPA and EPA non-faculty vacant positions and to make a systematic effort to abolish positions which have been vacant for 12 months or greater and for which there is no intention to actively recruit within the next 6 months.

If there is some compelling reason to avoid abolishing such a position, we will leave that to your discretion and that of your campus leadership. But otherwise, our goal is to significantly reduce the number of inactive positions as reflected in your HR systems, and therefore those that are reported periodically to various external entities and carried in the HR Data Mart. Our expectation is that most positions falling under the above described circumstances will be abolished in the coming months and that these changes will be reflected on the September 30, 2015 vacant position report.

This memorandum does ***not*** apply to faculty positions, which for many campuses are not formerly tracked in position management systems in the same manner as non-faculty.

If you have any questions regarding this matter, please feel free to contact either of our offices. Thank you in advance for your assistance.