

Budget Adjustments for Vacant Classified Positions

In order to fill a position at a special entry level or through a promotion, the department head will be required to provide a source of funding before the positions can be filled.

It is the department head's responsibility to (a) find additional funding above the budget level of the past incumbent from within his/her own budget, or (b) go to his/her supervisor to get the funds. The latter might eventually require a request to the Chancellor for release of contingency funds. However, in no circumstances will central contingency funds be distributed without the consent and knowledge of the Chancellor.

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