

# Position Control Practices

We have itemized specific issues the Budget Office comes across while enforcing Position Control for the University. The way we handle these issues varies depending upon the type of position.

By creating a list of both Issues and Position types we hope to outline the practices currently in place for each issue, by position type.

## **Issues:**

Out of Class Pay

Salary Savings

Hiring Differences

Sick Pay

Overtime

Permanent Funding

Severance

Raises

Vacation Payoff

Sabbatical

Phased Retirement

Stipends

Interim Positions

Posn. Overlap/Training

Misc. Pay/Faculty Special Pay/Manual Pay Forms

Reclass/Upgrades

Casual Position – Lowry Student Teachers

Temporary Position – Golf Course

## **Position Type:**

Auxiliaries

AP/IF/IC

CT's

Excluded CT's

Skilled Trades

Police

Incentive/CE – AP's & CT's

Incentive/CE – Faculty

Faculty

Part-time Faculty

Visiting Faculty

Casual/Temps.

Students

Graduate Assistants

Vacant

***Out of Class Pay – incremental pay received for performing duties beyond your PIQ***

Auxiliary –

Source of funds - funding for OCP comes from salary savings or within the board approved budget.

Limitations - Percentage determined by department; approved by Division Head, to a maximum total of 10% of the midpoint of the position being covered.

Approvals Required – Department Head or Manager (one signature)

Timing – Within the same fiscal year. Salary savings is available to use only while a position is vacant.

Account to adjust – OCP expenses will hit acct. 6401. Fringes should be calculated at the rate for a casual position.

AP/IF & Incentive/CE/New Program AP's –

Source of funds - funds to cover OCP paid when person is on paid sick leave to be funded from Undistributed (no SS available). When a position is vacant, source of funds is salary savings. For AP's who are *Incentive/CE/New* - Source is Pooled funds.

Limitations – Amount is up to a total of 10% of the midpoint of the position being covered, at the discretion of the manager and with approval of Division Head. The OCP can be split between multiple people, with the noted 10% limitation. Any extra hours (up to 40 per week) incurred by part-time people as a result of the vacancy/sick leave may also be covered by OCP. Staff will not receive full benefits (retirement contributions) on the OCP.

Approvals Required – Manager and Division Head (two signatures).

Timing – Within the same fiscal year. Salary savings is available to use only while position is vacant.

Account to adjust – OCP expenses will hit acct. 6401. Fringes should be calculated at the rate for a casual position. For a part-time position with increased hours up to 40/week, pay will be at the regular rate, plus FB including retirement on those hours, hitting their regular pay account. Any increase in wage rate or hours over 40 per week will be charged to 6401.

CT –

Source of funds - Source of funds are the same as for the AP position. If there is no Salary Savings, funds transferred from Undistributed after first week of vacancy.

Limitations – If the employee performs the duties of a higher classified position or if the employee is assigned additional duties that will result in a higher level of work done by his/her established position for 2 weeks or more, the immediate supervisor shall authorize additional compensation of 8% of his/her current salary. If the work is more than 1 level higher, the employees shall be paid at the standard rate of that level, adjusted for years of service, up to 6 months. No reduction in salary if the employee is temporarily assigned to lower level duties (up to 6 months).

Approvals Required - Approval level required is the same as for the AP's. Extra hours up to 40 per week can also be covered by OCP.

Timing – OCP will be authorized only if the employee performs the additional higher level duties for 2 or more weeks. The above provision does not apply to absorption of work of other position due to employee vacations of 2 weeks or less. The employee can not receive OCP for more than 6 months.

Account to adjust – 6401, fringes at casual rate. Same as AP's.

#### Skilled Trades –

There are two situations related to Out-Class-Pay in the OUCMT contract:

***Coordinator*** is a leadership position created to provide leadership and expertise. This person is a working member of the area. They will provide input but have no authority to hire, discipline, evaluate or discharge employees. An employee in this classification will receive 10% of the base hourly rate of their current classification. The Coordinator will be assessed on an annual basis to determine the ongoing need. If continued, the position is to be re-posted and filled with most senior/qualified applicant.

***Functional Leader*** is assigned when a Supervisor, Coordinator or other Mgmt personnel are not available. The most senior/qualified person in the department may be designated to function as the Functional Leader. This individual will receive 10% of his/her base hourly rate as hourly premium pay while functioning as the leader. This role will take effect automatically on the second day of an unscheduled absence or on the first day of a planned absence of Management personnel.

When a Skilled Trades employee is temporarily assigned to perform the regular duties of a higher rated position, such as would occur when he/she replaces another employee in the higher rated classification, he/she shall receive the higher rate of the employee being replaced for each hour worked in the job.

Police - (Officers & Dispatchers)

Source of funds - Account 6401 and 6431 for vacant positions.

Limitations - Temporary assignments: if the position is a lower grade then no OCP is paid; if the position is a higher grade, OCP equal to 10% of his/her base salary is paid for each hour such assignment is worked, as long as the assignment is not for the purposes of training in the duties of the higher rated job assignment. No rate for a temporary assignment shall exceed the rate of the position in which the person is assigned.

Approvals Required - Time cards approved by Lieutenant/supervisor. These funds are in a Controllable account and are transferred by the department.

Account to adjust – Overtime and vacant positions.

**Salary Savings – Budgeted salary or wages not paid out due to a vacancy or an unpaid sick leave; or university support to cover employee replacement costs during paid leaves.**

Auxiliary – Not applicable

AP/IF/CT– Salary savings taken at time of leave.

Source of funds – Salary (6201) and fringes or Undistributed fund (University Support).

Source of funds for CT – C-level funded in 6211. Any over-C wages should be returned to Undistributed.

Limitations – Used for recruiting, advertising, covering position responsibilities while position is vacant, OCP or increased hours/overtime due to vacancy of a position. University support begins following one week vacancy on a paid leave. Temps & Casual employees – can cover the cost of temp/casual up to 100% of weekly wage savings of incumbent + 8.0%FB (when using Temp Agency), including higher rate/hr for fewer hours **or** more hours than incumbent at lower wage rate. Use of savings accumulated prior to start of temporary help will be by exception only.

Approvals Required – Hiring manager and budget office approvals.

Timing – Use of savings realized while position is vacant. Funds cannot be carried across fiscal years.

Account to adjust – Salary savings held in division's Temporary pool. Transfer to appropriate account when utilized.

Exception – Based on the University’s policy on base-funding all permanent positions, budget from the Supplies and Services (S&S) accounts have in some cases been used to cover a position. If the position becomes vacant and the department requests that salary savings be returned to its S&S account, the Budget Office will transfer the correct amount based on the initial S&S contribution to this position

Skilled Trades –

Salary savings is not taken from vacant skilled trade positions. Any hiring differences will be taken at the time of hire and returned to Undistributed. Any hiring differences (hired at a lower pay) will be taken on a permanent basis at the time of hire.

Police - Not applicable

Incentive/CE – AP’s & Faculty; PT Faculty; Visiting Faculty – No permanent funds, no Salary Savings

Faculty

*The Budget Office has adopted a policy of not reconciling the Faculty positions, as the Provost controls all of these dollars and moves their money as needed.*

Source of funds - Permanent fund for the position, acct. 6101

Approvals Required – Academic Affairs – Peggy Cooke or Provost.

Timing – following all payouts for position

Account to adjust – Funds are moved to 14407 to be utilized for other faculty needs per the Provost.

Casual/Temps; Students; Graduate Assistants – Not applicable

**Hiring differences – the difference in base pay between the positions incumbent and the current employee.**

Auxilliaries –

Source of Funds – Auxilliary fund

Limitations – Board approved budget

Approvals – auxiliary head

AP/IF/IC –

Source of Funds – If over, funds go to Permanent Pool If under, funds come from the Pool or the department identifies source.

Approvals – Division head approval for use of Permanent Pool funds. President approval required for any unfunded increase >\$2,500 over incumbent/budget that require the use of these funds.

CT

Source of Funds – Over C level funded from 17750  
All positions budgeted at C Level

Excluded CT – Not applicable

Skilled Trades

Source of Funds – If internal transfer, funded from Undistributed (per contract). If position is filled from outside of the university, the department is to fund the difference.

Limitations – Hiring differences cannot be taken until after replacement.

Approvals – See contract re: OU employee transfer and higher level than posting

Timing – Return hiring difference to Undistributed after replacement hired.

Police –

Source of Funds – Savings due to new hire steps go back to 17750.

Limitations – Overages due to hiring at higher level should be funded by department.

Incentive/CE – AP's –

Position controlled – treat same as AP

Not Position controlled – hiring difference comes from and goes to the pooled funds (15501/10973).

Incentive/CE – Faculty

Position controlled – treat same as Full Time Faculty

Not position controlled - hiring difference comes from and goes to the pooled funds (15501/10973).

**Supplemental Funding(Sick Pay) – Paid time off for illness.**

**AP/IF –**

Source of funds – Sick pay paid out of position budget within department at 100%. Replacement/temps covered by University Support. See Salary Savings/University Support above.

Limitations – Cannot pay out more/week than current employee makes.

Approvals Required - COS form for OCP or Increased hours. Inform budget office for funds transfer.

Timing – one week delay in temporary coverage.

**CT –**

Source of funds - Sick time paid out at 100% with position funding within the department. Sick bank paid out with position funding by department at 90% up to 100 days, to a maximum of 6 months combined.

Limitations – Department may replace with a temporary; pay others within dept. OCP; or increase hours of other department members. Funding to come from Undistributed.

Approvals Required – Department head to submit Change of Status form for OCP or schedule changes.

Timing – Permanent replacement after 6 months absence.

Account to adjust – 6401

Excluded CT's – Same as CT's

**Skilled Trades –**

Source of Funds – Overtime or OCP accounts. The department must fund these expenses as a part of their salary savings agreement (salary savings not taken upon position vacancy). No funding from Undistributed.

Police - Same as skilled trades

**Overtime – Additional pay earned for working more than the standard 40 hour work week.**

Auxiliary –

Source of funds – Department budget.

Limitations - Board approved budgets.

Approvals Required – auxiliary head.

AP/IF – Not applicable

CT –

Source of funds – Department budget or Salary Savings

Approvals Required – Department manager to approve time cards. Budget authorization if request to use salary savings.

Account to adjust – 6401

Skilled Trades – see contract for overtime rules.

Source of funds - Department budget.

Limitations – 1.5 x base pay for hours worked in excess of 8/day or 40/week.

Approvals Required - time cards approved by manager/supervisor

Account to adjust – 6401

Police - **See Contract**

Source of funds – Department budget.

Limitations - 1.5 x base pay for hours worked in excess of 8/day or 40/week.

Approvals Required - Manager/supervisor approval of timecard.

Incentive/CE – AP's – n/a

Incentive/CE – Faculty – n/a

Faculty - n/a

PT Faculty – n/a

Visiting Faculty – n/a

Casuals/Temps – Casuals by definition cannot work >19 hours/wk.

Source of funds – Department funds

Limitations – hours exceeding 40 per week.

Account to adjust – 6401

**Permanent Funding – the assignment of permanent budget dollars to a position.**

Auxiliary – Auxiliary programs are not General Funded and therefore positions within are not permanently funded.

All General Funded Positions –

Source of funds – Must be identified prior to posting of a new position. New positions are created by resource allocations from the President, Provost or Division VP. Funding for reclassifications and upgrades are the responsibility of the department. Per the Lean Hiring Committee policies established and approved July 2007, the Dean or Administrative Heads have the authority to increase salaries up to \$2,500 or midpoint, whichever is lower, without seeking the approval of the President or the Hiring Review Committee (using their own funds).

Approvals Required – Per Hiring Review guidelines, must be reviewed by Hiring Committee prior to increase/new hire, regardless of General Fund %. Increases in excess of the \$2,500 limit or over midpoint must be approved by the University President.

Account to adjust – Appropriate salary account.

Incentive/CE – AP's – No permanent funding...not applicable

Incentive/CE – AP's - No permanent funding...not applicable

**Severance – pay and benefits an employee receives when they leave employment at a company.**

Auxiliary –

Source of funds – Division responsible for funding and identifying source of funds.

Limitations – discharge for misconduct removes eligibility for any severance pay.

Approvals Required –.

Timing – Lump sum payment during the next scheduled pay following execution of severance agreement.

Account to adjust – 6401 (Other Pay)

AP/IF –

Source of funds – Division responsible for funding/identifying source of funds.

Limitations – discharge for misconduct removes eligibility for any severance pay.

Approvals Required –.

Timing – Lump sum payment during the next scheduled pay following execution of severance agreement.

Account to adjust – 6401 (Other Pay)

CT - see CT contract

Skilled Trades – see OUCMT contract.

Police – see OUPLC Contract

Incentive/CE – AP's - same as regular AP's

Incentive/CE – Faculty - See Faculty Contract

Faculty – see Faculty contract.

PT Faculty – N/A

Visiting Faculty – N/A

Casual/Temps – N/A

Students – N/A

Graduate Assistants – N/A

Vacant Positions- N/A

**Raises – annual increases in pay**

Auxiliary –

Source of funds – Auxilliary fund

Limitations – Need approval by BOT, usually done with Aux. Budget approval.

Approvals Required – BOT

Timing – Typically July 1.

AP/IF –

Source of funds – General funded positions receive funding from increase pool approved by BOT along with the fiscal year's budget. (Undistributed Compensation)

Limitations – Pool is allocated based upon manager/division head determination.

Approvals Required – BOT initially

Timing – Effective date July 1.

Account to adjust – 6201

CT –

Source of funds – General Funds (Undistributed Compensation.)

Limitations – per contract agreement, all CT's receive same increase. Some get additional for length of service (progression).

Approvals Required – OUPSA, BOT approval of contract.

Timing – July 1.

Account to adjust – 6211

Skilled Trades –

Source of funds – for general funded positions, funds come from the General fund pool (Undistributed Comp.)

Limitations – Per contract, all increases are the same.

Approvals Required – OUCMT, BOT approvals of contract.

Timing – November 1

Account to adjust – 6421

#### Police

Source of funds – for general funded positions, funds come from the General fund pool (Undistributed Comp.).

Limitations – Per contract (POAM)

Approvals Required – OUPOAM, BOT approval of contract.

Timing – October 1

Account to adjust – 6431

#### Incentive/CE – AP's –

Source of funds – If not general funded position, not included in AP merit pool. Either way, funding will be one time for the portion the staff is allocated to these programs and come from Incentive/New program pools.

Approvals Required – per contract stipulations. Manager/division head

Timing – Effective date 7/1

Account to adjust – 6201

#### Incentive/CE – Faculty - Not all positions are controlled.

Source of funds – funding will be one-time for the portion the staff is allocated to these programs and come from Incentive/New program pools. Positions may be permanently funded outside of the program, in which case increases are funded per the contract as all other faculty.

Approvals Required – per contract stipulations

Timing – 8/1

Account to adjust – 6101

Faculty

Source of funds – General Funded positions increases with allocation from Undistributed Compensation per AAUG contract

Timing – Aug. 1

Account to adjust – 6101

PT Faculty – see AAUP contract

Source of funds – Same as FT Faculty

Timing – Aug. 1

Account to adjust – 6101

Visiting Faculty – see AAUP contract

Casual/Temps – n/a

Students – Not applicable beyond minimum wage increases, which will be funded from undistributed compensation.

Graduate Assistants – n/a

Vacant Positions- General Funded positions are funded from Undistributed Compensation at the approved % increase.

**Vacation Payoff – pay out of vacation remaining when a person leaves employment at OU.**

Auxiliary –

Source of funds – Auxiliary funds

AP/IF –

Source of funds – Undistributed Compensation

Timing – JV completed monthly to reimburse department for their expenses.

CT –

Source of funds – Undistributed Compensation

Timing – JV completed monthly to reimburse department for their expenses.

Skilled Trades –

Source of funds – Undistributed Compensation

Timing – JV completed monthly to reimburse department for their expenses.

Police

Source of funds – Undistributed Compensation

Timing – JV completed monthly to reimburse department for their expenses.

Incentive/CE/New – AP's –

Source of funds – Pooled funds.

Incentive/CE – Faculty - not applicable. Managed by AA-HR

Faculty - Not applicable. Managed by AA-HR

PT Faculty - Not applicable. Managed by AA-HR

Visiting Faculty - Not applicable. Managed by AA-HR

***Sabbatical –Leave of up to 1 year during which time the faculty is seeking to achieve a goal (ie: publishing or research). Can be paid or unpaid, as determined by the Dean and the contract. Unpaid or only a % paid sabbaticals should move unused wages to Faculty Reallocation pool.***

Incentive/CE – Faculty - Not all positions are controlled.

Source of funds – Pooled fund.

Faculty

Source of funds – department must cover expenses of hiring a PT faculty as temporary replacement.

Limitations – generally 1 year maximum.

PT Faculty – n/a

Visiting Faculty – n/a

**Phased Retirement – the gradual reduction of hours worked.**

Auxiliary –

Source of funds – unused wages remain within the Auxiliary fund.

Account to adjust – appropriate wage account

AP/IF –

Source of funds – generally a salary savings, to be transferred to the divisional temporary pool.

Account to adjust – appropriate wage account.

CT – n/a

Skilled Trades – n/a

Police – n/a

Incentive/CE – AP's – generally a salary savings, to be transferred to pooled fund(s).

Incentive/CE – Faculty - Not all positions are controlled.

Source of funds – generally a salary savings, to be transferred to pooled fund(s).

Faculty

Source of funds – generally a salary savings, to be transferred to Faculty Reallocation pool.

**Stipends – Extra pay for duties outside scope of your position. Generally a set \$ amount. Funding is identified by the department. Extra pay should be charged to prime account 6401 so that no Retirement benefit contribution will be calculated on it. See contract stipulations for employees covered by unions.**

**Interim Positions – A temporary assignment to a vacant position. Generally involves some amount of extra pay. Retirement benefits are not contributed on the increased amount, unless an exception approved by a Divisional VP is made. The interim person usually maintains their original position number. Source of funding is the salary savings from the open position.**

**Position Overlap/Training** – having two people performing the same duties at the same time. Can occur when a person announces retirement and a replacement is hired before the incumbent leaves. When notified, the budget office will assign the retiree a position number from a pool of numbers in the 85xxx range so that both will not be paid from the same number. Funding for the overlap must be identified by the department.

**Misc. Pay/Faculty Special Pay/Manual Pay** - forms – documentation required to approve pay for extra responsibilities or making payments that have missed the Banner payroll timeline. The Budget Office's primary responsibility is to confirm the availability of funds. Secondarily, this office may also verify signature requirements are met.

**Reclasses/Upgrades** – The movement of a person to a higher level position based upon an HR assessment of their responsibilities and qualifications. This can be done by moving them into a higher position or through re-evaluation of their current position. All positions must go through HR review (Compensation Director) and the source of funds must be identified. If divisional pools are being used, this requires divisional VP approval. All union employees must follow the stipulations set out within their contracts.

**Casual Positions – Lowry Student Teachers** - UHR has made an exception with these 4 month positions, in that they do not need to complete a requisition each term to be re-hired. Once they have a G number, they can have any necessary adjustments made with a Change of Status form.

**Temporary Positions – Golf Course Employees** - These positions are exempt from the 6 month term limit normally applied to temporary positions. They can be employed as a temporary for up to 8 months.

Last update: January 21, 2010