

CSU EXTENSION SALARY SAVINGS POLICY

GENERAL FUND ONE-TIME SALARY SAVINGS

In an effort to further program activities and encourage the work of our specialists, agents and staff as they seek additional dollars to fund research, program activities and operations, a mechanism to share funds not used for positions during vacancies is being established. To this end, salary savings for open positions may be utilized by the Regional Director of the area for one-time activities during the same fiscal year.

General Fund Salary Savings consists of – One-Time/Temporary funds derived from:

- Budgeted positions that have vacancies during the year which result in “salary savings” generated during the months the position unoccupied. This will be calculated less any vacation payout and temporary coverage needs for the position.

NOTE: Ongoing salary savings, such as the filling of a continual role at a lower salary rate, are used to support annual salary increases, and therefore, not available to be redistributed without authorization from the Director of Extension (see base/ongoing salary savings section below).

Because salary savings is dependent upon turn-over rates and is likely to be unevenly distributed from year-to-year, and region to region. A plan for sharing salary savings has been developed as follows:

- Salary Savings will be tracked and monitored in a combined pool held at the state office.
- 50% of the pool will remain at the Discretion of the Director of Extension
- 50% will be shared equally between the Regions and the use will be determined by each Regional Director.
- Quarterly reports of the current and estimated salary savings for the fiscal year will be provided quarterly to the Regional Directors and Director and Deputy Director of Extension by the Asst. Director of Finance.

Goal – to allow more flexibility by the Regional Directors to act on opportunities to invest in program needs, while limiting risk of overspending throughout the year as salary savings ebb and flow.

Salary Savings Use:

Salary Savings can be used for One-Time Funding such as: furniture, program support materials, etc.

- **Temporary Increases in FTE** - If you use salary savings to increase the FTE of a position, it needs to be done completing the Voluntary FTE Increase/Reduction form, and signed by the employee outlining the increase time period and when the FTE will be reduced back to the prior level.

RESEARCH FUND ONE-TIME SALARY SAVINGS

In an effort to encourage, support and further the work of our specialists, agents and staff as they seek research funding, Extension allows staff engaging in research that support some of their salary to re-distribute the salary savings for one-time occurrences.

The following conditions must be met to ensure that actual salary savings has occurred and that the funding is available for use:

- The position or portion of the position being funded must be budgeted to be covered by General Fund dollars. That is to say, the position is not developed on the need to be self-funding, but is part of an appropriated budget.

All salary savings must be used in the fiscal year that it is generated due to the inability to carryforward any significant funding from year to year within the state budget.

If salary savings cannot be used before the end of the fiscal year (June 30), a request can be made to carry funds over. However, this will be dependent upon the overall budget, and ability to include the requested amount into the overall Extension carryforward limit.

BASE OR ON-GOING SALARY SAVINGS

Base building salary savings can occur when a more senior employee retires and a more junior person takes over the position. Requests to re-organize positions with existing dollars need to be discussed and approved by the Director of Extension.