

CSU EXTENSION SALARY SAVINGS POLICY

BASE OR ON-GOING SALARY SAVINGS

NOTE: Ongoing salary savings, such as the filling of a continual role at a lower salary rate may be redistributed within that region as part of their base budget with planning and authorization from the Director of Extension, Deputy Director, Asst. Director of Finance, and Asst. Director of Human Resources.

GENERAL FUND ONE-TIME SALARY SAVINGS

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 is unoccupied. This will be calculated less any vacation payout.

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, one-time salary savings from open positions may be utilized by the Regional Director(s) of the area for one-time activities during the same fiscal year. Disbursement of salary savings:

- Before any funds are made available, \$3000 will be withheld from each position salary savings amount to cover relocation expenses for any new hire. After that the remaining funds will be divided as follows:
 - 50% of the pool will remain at the Discretion of the Director of Extension
 - 50% will be available to the Region that produced the one-time salary savings and its use will be determined by that region’s Regional Director.
- Quarterly reports of the current and estimated salary savings for the fiscal year will be provided to the Regional Directors, Deputy Director and Director of Extension.

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 one-time salary savings ebb and flow.

Examples of Salary Savings Use:

- 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.

To ensure access to all salary savings dollars, they should be used in the fiscal year in which the funds are generated.

This is due to the inability to carryforward any significant funding from year to year within the state budget.

However – if salary savings cannot be used before the end of the fiscal year (June 30), a request can be made to the Asst. Director of Finance to carry funds over to the next fiscal year.

- Requests should be made via e-mail addressed to the Asst. Director of Finance, no later than the second week of June each year.
- Funding approval is dependent upon the overall budget each fiscal year, and whether carryforward funds are approved for Extension.
- If funding carryforward is approved, funds will not be available until Oct. each year, when CSU releases carryforward funding.