8 MONTH POSITION HOLD REQUIREMENT
FREQUENTLY ASKED QUESTIONS

Q1. Why is it necessary to extend the position hold requirement from 60 days to 8 months?
A. The University of Toledo continues to face budget challenges. These challenges were exacerbated when we did not meet our enrollment projections for the FY2016 budget. In the medium and long term, it is our plan to grow our way out of these financial challenges by recruiting and retaining more students. As we develop strategies to address our budget shortfalls and ensure the continued strength of our core missions, we are doing so with a focus on minimizing possible negative impacts on members of our UT family.

Q2. When is the effective date of the new 8 month position hold requirement?
A. The new requirement becomes effective on January 1, 2016.

Q3. For positions currently in the hiring process, what procedure should be followed?
A. If a position has been submitted via the Personnel Action Form (PAF), the Position Requisition process, or the position is currently vacant or becomes vacant prior to December 31, 2015, the 60-day requirement continues to apply.

Q4. How is the position hold timeline determined?
A. The position hold timeline begins from the date the position becomes vacant.

Q5. Are all positions held to the 8 month position hold requirement or are some exempted?
A. As has been the case previously, positions involved in direct patient care, admissions and enrollment activity, student services, grant funded, and campus safety & security are exempt from the 8 month position hold requirement.

Q6. During the 8 month position hold period, if an employee temporarily assumes additional duties to cover vacant positions, will they receive additional compensation or a salary adjustment?
A. By implementing the 8 month position hold process, we estimate the University will save approximately $5 million or more. To realize these savings, we cannot use additional compensation to make up for delayed hiring or lack of personnel.

Q7. Is it possible to request a waiver of the position hold requirement for extenuating circumstances?
A. Only in the most extreme cases will the 8 month hold requirement be waived.
### Q8. What process should be followed to submit a position hold waiver request?

**A.** Requests for a waiver must be submitted in writing including the business case and justification prior to submission of the PAF or Personnel Requisition by the hiring department’s Dean or Vice President to one of the following appointing authorities for approval:

- John Barrett, Interim Provost & Executive Vice President for Academic Affairs
- Christopher Cooper, MD, Dean College of Medicine and Life Sciences & Executive Vice President for Clinical Affairs
- Dave Morlock, UT Health CEO & Interim CFO, Executive Vice President for Finance & Administration
- Jovita Thomas-Williams, Vice President & Chief Human Resources Officer
- Dr. Sharon Gaber, President

### Q9. Can I request to use salary recapture dollars for temporary staff to fill (at a lesser rate) the vacant position?

**A.** Salary recapture dollars resulting from the 8 month position hold requirement is intended to save approximately $5 million or more. To realize these savings, we must be diligent in not redeploying these funds as additional compensation for employees assuming the duties of the vacant position or for temporary staff. Only in the most extreme case will using salary recapture dollars to fund temporary staff at a lesser rate be considered. To do so, requests must be submitted in writing by the hiring department’s Dean or Vice President to one of the appointing authorities indicated in question 8 for approval. Requests must include a business case for use of the temporary staff.

### Q10. Can I request to use salary recapture dollars to provide an additional salary incentive to a current employee “temporarily covering” the vacant position?

**A.** Only in the most extreme case will using salary recapture dollars to provide an additional salary incentive to a current employee “temporarily covering” the vacant position be considered. To do so, requests must be submitted in writing by the hiring department’s Dean or Vice President to one of the appointing authorities indicated in question 8 for approval. Requests must include a business case for use of the temporary staff.

### Q11. If our department plans a reorganization, can I transfer budget from a vacant position to promote another position or positions within the department or create a new position?

**A.** No. All reorganizations will need to be discussed during the Budget Development process and planned in the FY2017 Budget. No use of vacant position funds will be allowed to cover promotions, incentive pay, or new positions.

### Q12. Am I able to use “budget holding” funds to compensate temporary staff or give additional salary incentive to an employee “covering” the 8 month hold position?

**A.** No use of “budget holding” funds will be allowed to cover new positions, promotions, and incentive pay.