

## Substitute Position Procedure

A substitute position can be created to eliminate or decrease the length of time a critical or hard-to-fill position remains vacant. The purpose of a substitute position is to establish a training period ranging from one week to one month—dependent upon the complexity of the position being vacated—for an incoming employee to work directly with the exiting employee.

Substitute position request/approval steps:

1. Notice of retirement/resignation (as much lead time as possible is ideal) is received and a letter of acceptance is generated and copied to Human Resources.
2. Director/Dean completes Substitute Position Request and Funding Worksheet.
3. Vacancy savings, funding plan, and fringe rate are verified with Budget Office.
4. The substitute position is approved by Appointing Authority.
5. The substitute position is created utilizing an existing vacancy within the department.
  - a. In order to create a substitute position, the department must have an existing vacancy with enough vacancy savings funds to pay the incoming employee's (s-position occupant's) salary for the duration of the substitute position, **or** have verifiable funds available via a budget transfer to cover the salary for the duration of the substitute position.
  - b. The vacant position temporarily assumes the same job title, salary, and fringe rate as the permanent position anticipated vacancy (that being exited by the resigning/retiring employee).
6. The job description is signed and sent to Human Resources.
  - a. Job description position number is S (2345). The S and parentheses are identifiers of a substitute position.
7. The job announcement is posted.
8. The search process occurs as usual (may be expedited).
9. A candidate is hired and begins working before the incumbent resigns or retires
10. The department and University benefit from the ability of the exiting employee to train the incoming employee.
  - a. Upon separation of employee from the permanent position, the replacement employee is moved from the substitute position into the permanent position number. The substitute position returns to its original title, salary, and fringe rate.

**Substitute Position Request and  
Funding Worksheet**

Substitute position requested for:

Job title	Position number
Department requesting substitute position: _____	
Anticipated separation date of current employee: _____	
Duration of substitute position requested (maximum of one month): _____	
Annual salary of position above: _____	
Fringe rate of position above: _____ %	
Estimated salary, based on duration of substitute position: _____	
Estimated fringe cost, based on duration of substitute position: _____	
Amount of up to one month of salary and fringe necessary for substitute position: _____	

**Funding Plan**

Existing department vacancy title and position number:

Vacancy job title	Vacancy position number
Account number(s) and percentage(s) to be charged for substitute position: _____	
Verified existing vacancy salary savings: \$ _____	
OR	
Verified budget transfer from account _____ to account _____	
Budget office approval: _____	
Signature	Date
HR approval: _____	
Signature	Date
Appointing Authority approval: _____	
Signature	Date

The requested substitute position is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

If approved, substitute position number: \_\_\_\_\_ S ( \_\_\_\_\_ )

<b>HUMAN RESOURCES COMPLETES</b>	Signed position description received by Human Resources date: _____
	Job announcement posted date: _____
	Candidate selected date: _____
	Start date: _____
	Date substitute employee transferred to permanent position: _____
	Date substitute position reverted to previous title/position number: _____