

SECTION: 4.0 ADMINISTRATIVE
SUBJECT: DELAYED HIRES POOL

Title: Delayed Hires Pool

Background:

Point of Contact: Human Resource Services

Other LCState offices directly involved with implementation of this policy, or significantly affected by the policy:

Date of Approval by LCSC Authority: February 1983

Date of State Board Approval:

Date of Most Recent Review: September 2026

Summary of Major Changes incorporated in this revision to the policy: Policy updated with current practice.

1. General

- A. Each department, division, or office unit begins the fiscal year with a fixed salary budget including staff benefits. The authorized positions and related salary for each unit are approved by the State Board of Education as part of the fiscal year operating budget. Salary savings resulting from resignations or other personnel turnover will be used to address institutional-level financial needs on a priority basis as directed by the President. The Budget Office, under the direction of the Vice President for Finance and Administration, manages the distribution of salaries and benefits funds.
- B. Similarly, all positions will be in the institutional delayed hires pool upon being vacated and subject to review by the President prior to being refilled. The President will determine if a position is to be refilled within the department, re-allocated to another area, or abolished. No commitments to fill a position are to be made prior to the review prescribed herein.

2. Policy

- A. Upon receipt of an employee's written resignation, Human Resource Services (HRS) shall distribute the resignation letter to the Executive Cabinet and to other campus officials with a legitimate business need to know. Such distribution shall serve as the official notification that the employee's position will become vacant.. The affected department shall submit the Personnel Action Form as soon as practicable following the employee's resignation to ensure the appropriate administrative processing.
- B. Any action to refill a position must be coordinated through the Human Resource Services Office to ensure compliance with equal employment opportunity and all other applicable federal, state, and institutional policies and procedures.