



PIMA COUNTY
FINANCE & RISK MANAGEMENT

Vacant Positions Policy

July 14, 2026

Vacant Positions Policy

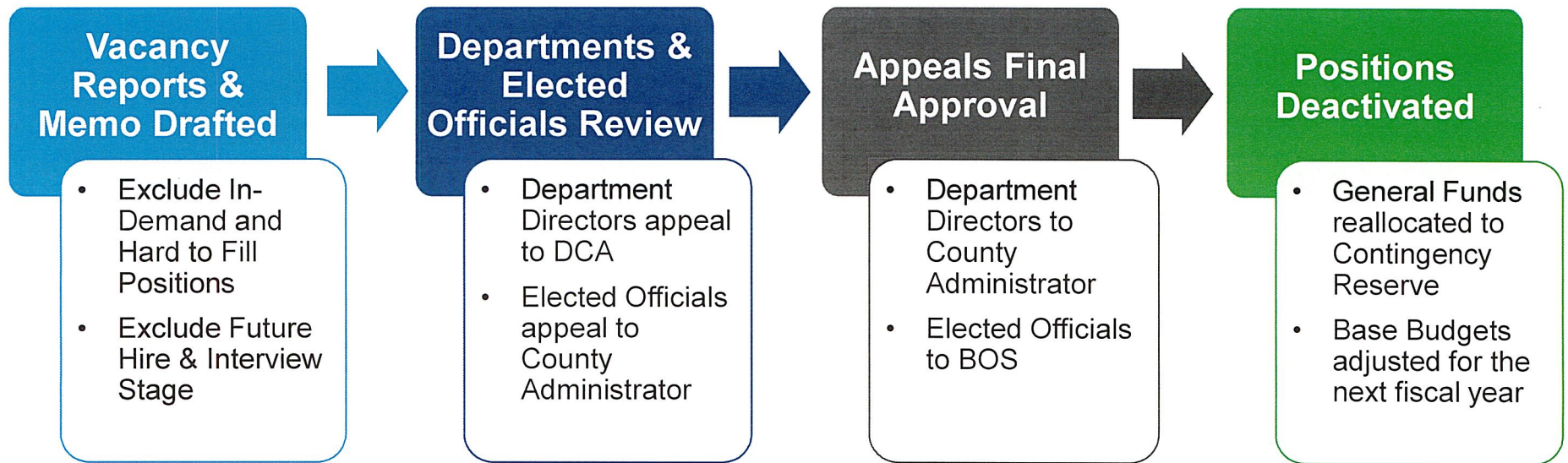
BOS Policy D 22.16 Vacant Positions

- Policy adopted April 16, 2024
- Guides the management of vacant positions and resulting vacancy savings
- Assigns responsibility to Finance & Risk Management and Human Resources

Administrative Procedure 22-84 Vacant Positions

- Effective July 1, 2024
 - Positions vacant for more than 240 days will be eliminated
 - Vacancy savings in General Fund are moved to a contingency fund
 - Base budgets reduced by positions eliminated during the previous quarters

Quarterly Process



Results

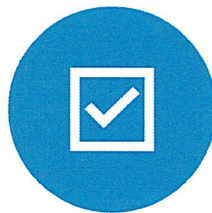
	Approved Following Appeal	Positions Filled or Ineligible	Positions Eliminated	Budget Reduction
Year 1				
General Fund	80	73	16	\$499,444
Non-General Fund	102	42	18	*
Year 1 Total	182	115	34	\$499,444
Year 2 (through Q3)				
General Fund	35	39	5	\$305,611
Non-General Fund	52	57	35	*
Year 2 Total	86	96	40	\$305,611

**Per procedure 22-84, Vacancy savings from General Fund positions are moved to Contingency within the General Fund. Vacancy savings from non-General Fund positions are reallocated within the fund and base budgets reduced for the following fiscal year.*

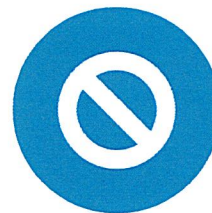
Inception to Date Totals



**553 positions
reviewed**



**268 appeals
received and
approved**

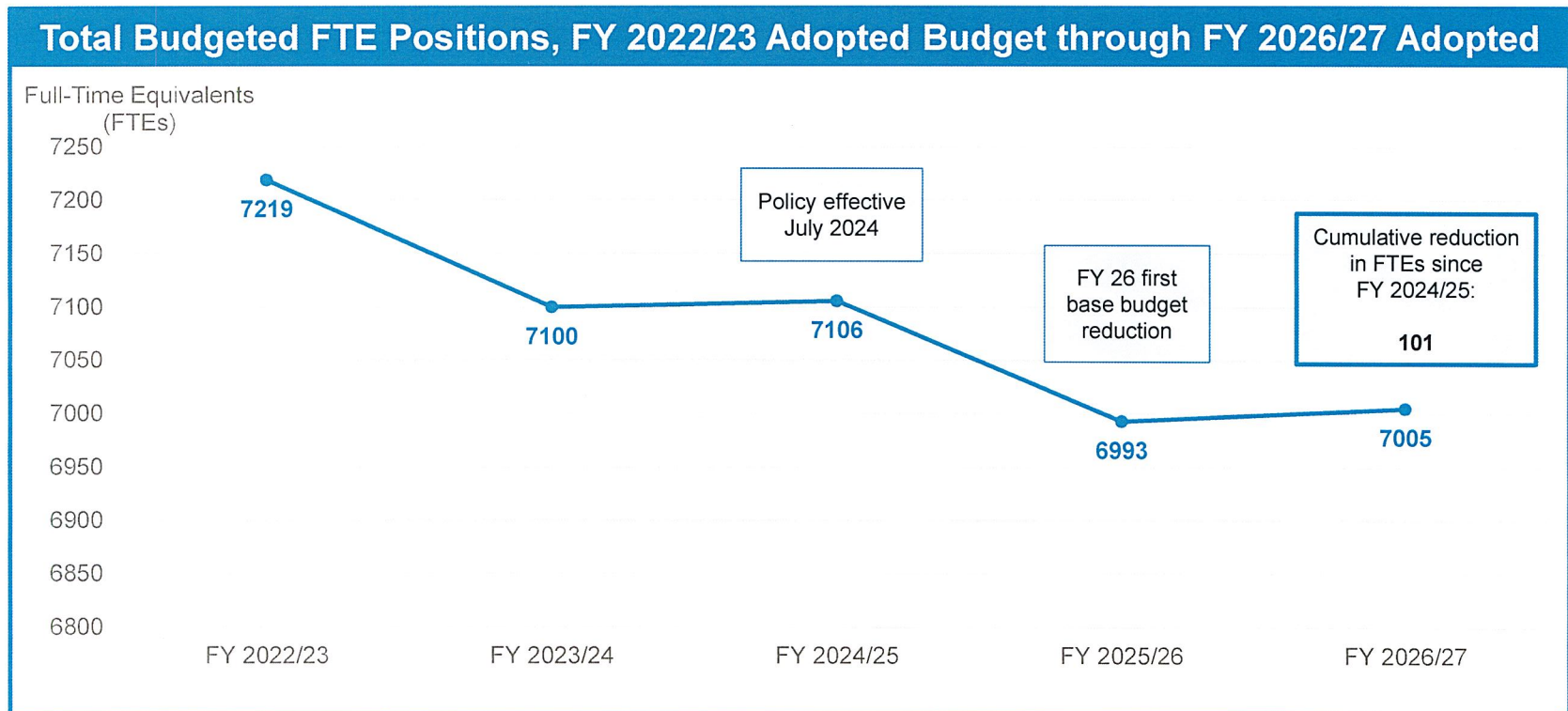


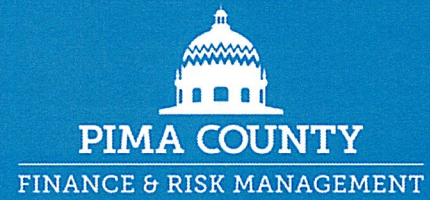
**74 positions
eliminated**



**\$805K to
General Fund
Contingency**

Change in Budgeted FTE Positions





Questions