



PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

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Purpose

The purpose of this policy is to impose guidelines for the management of vacant positions and resulting vacancy savings.

Scope

In the interests of responsible fiscal administration and sound management practices, Finance and Risk Management will eliminate vacant positions after a specified duration to decrease the departmental budget authority and reallocate this budget authority into the County's existing contingency funds to best support the County's needs. This policy applies to all departments operated by Elected Officials and Appointing Authorities.

Definitions

Vacant Position – A budgeted position that does not currently have an incumbent, regardless of the recruitment status.

Vacancy Savings – The budgetary savings achieved when positions within the department remain unfilled for a period of time.

Policy

It is the policy of the Pima County Board of Supervisors that:

Finance & Risk Management, in coordination with Human Resources, is responsible for the management of vacant positions and the associated budget authority.

The County Administrator shall establish administrative procedure(s) to eliminate positions, with exceptions, vacant for more than 240 days.

Responsible Department

Finance & Risk Management
Human Resources

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Effective Date: July 1, 2024