



PIMA COUNTY
FINANCE & RISK MANAGEMENT

Vacant Positions Policy

July 14, 2026

Vacant Positions Policy

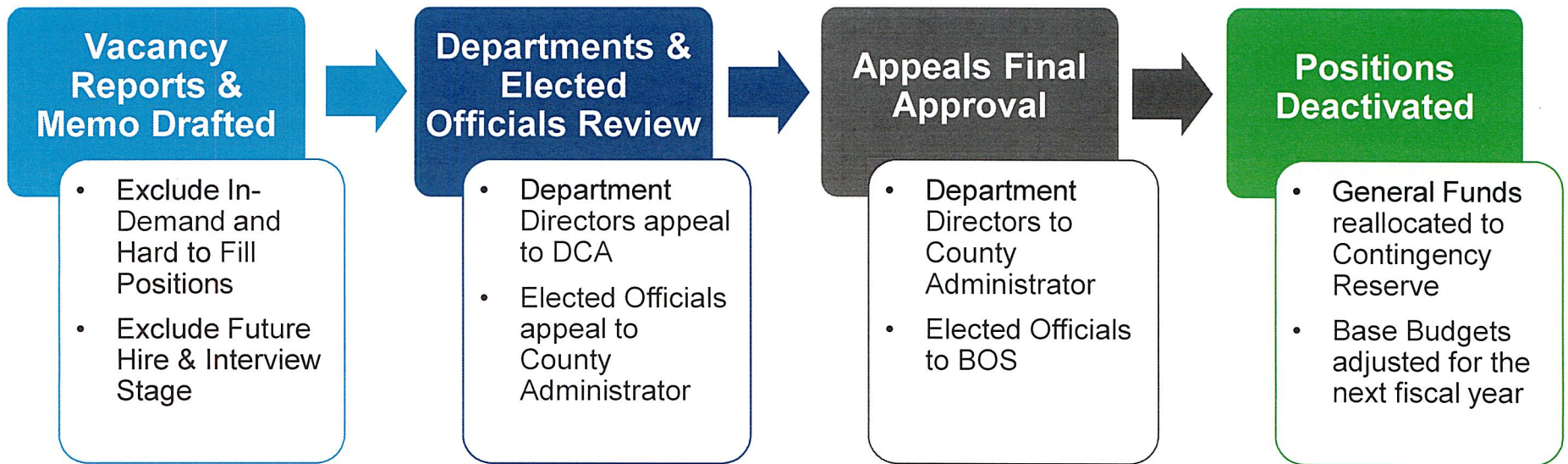
BOS Policy D 22.16 Vacant Positions

- 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

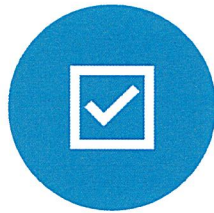
| | Approved Following Appeal | Positions Filled or Ineligible | Positions Eliminated | Budget Reduction |
|---------------------|---------------------------|--------------------------------|----------------------|------------------|
| Year 1 | | | | |
| General Fund | 80 | 73 | 16 | \$499,444 |
| Non-General 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.*

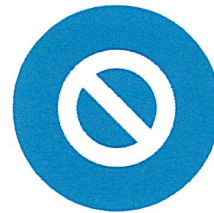
Inception to Date Totals



**553 positions
reviewed**



**268 appeals
received and
approved**

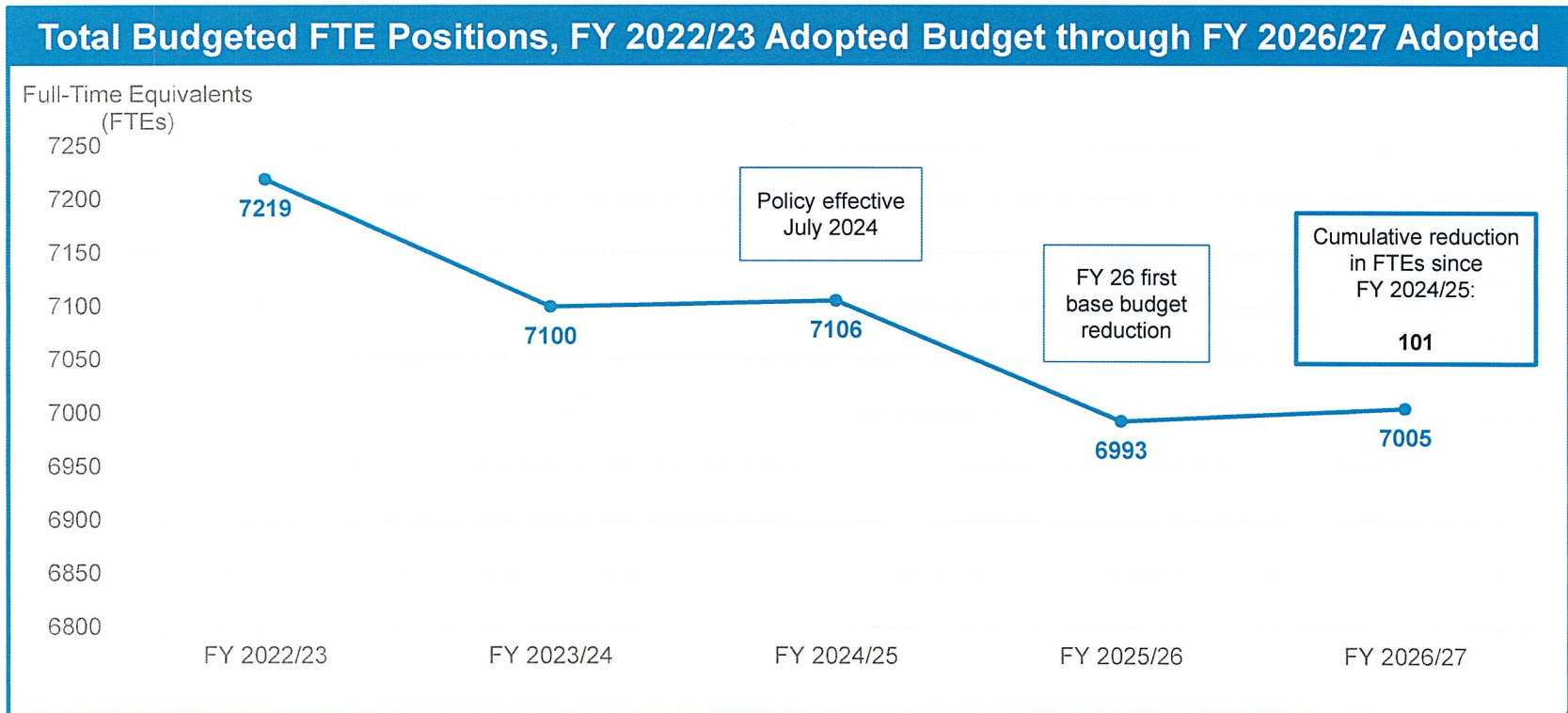


**74 positions
eliminated**



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

Change in Budgeted FTE Positions





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Questions