

ADVISORY GROUP ON Civil Service and Employee Benefits PROPOSAL #: AGCS # 32  
 SUBJECT: Elimination of unfilled positions in agencies DATE ADOPTED BY ADVISORY GROUP: November 9, 2009  
 COMMISSION ACTION: AMENDED \ ADOPTED DATE: November 17, 2009 RECOMMENDATION #: 136

**RECOMMENDATION:** Each statewide elected official should determine, as of October 2, 2009, the number of unfilled positions authorized for the agency in its Table of Organization, Appropriated Table of Organization Full Time Equivalents (T.O.FTEs) approved by legislative appropriation, eliminate approximately 50% of those unfilled positions, and return the funds appropriated therefor to the state. In addition, each statewide elected official should not, unless otherwise approved by the Commissioner of Administration, exceed the number, considered the ceiling of occupied Non-T.O. FTEs that existed on October 2, 2009, for the remainder of the fiscal year and return any subsequent savings to the state. Collectively the number of occupied Non-T.O. FTEs for statewide elected officials (Schedule 04 and Schedule 06) was 325 on October 2, 2009.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
<p>Each statewide elected official should determine, as of October 2, 2009, the number of unfilled positions authorized for the agency in its Table of Organization, Appropriated Table of Organization Full Time Equivalents (T.O.FTEs) approved by legislative appropriation, eliminate approximately 50% of those unfilled positions, and return the funds appropriated therefor to the state. In addition, each statewide elected official should not, unless otherwise approved by the Commissioner of Administration, exceed the number, considered the ceiling of occupied Non-T.O. FTEs that existed on October 2, 2009, for the remainder of the fiscal year and return any subsequent savings to the state. Collectively the number of occupied Non-T.O. FTEs for statewide elected officials (Schedule 04 and Schedule 06) was 325 on October 2, 2009.</p>	<p>Executive branch statewide elected officials</p>	<p>To unencumber funds that are not currently being used for the purpose designated by the legislature.</p>	<p>Budget adjustment by elected officials</p>	<p>the amount of the unused funds for salaries and benefits of the unfilled positions allocated to each affected department, amount to be determined.</p>	