Position Planning & Salary Request



*FRIENDLIEST CAMPUS the SOUTH

Position management is an important process throughout the institution. Personnel costs currently represent at least 90% of JSU's annual budget. Evaluating staffing needs is a key factor in ensuring that resources are being utilized in a manner that maximizes the quality and quantity of services provided to our diverse student population.

Also, the community we serve, and our programs are constantly evolving, thus staffing needs must be reevaluated periodically to be aligned with the needs of the community served. Additionally, given limited resources, position needs must be prioritized to ensure that positions are filled based on the level of importance and in the context of honoring JSU's mission.

As a result, JSU's position prioritization process should provide a formal, transparent method to:

- Prioritize vacant positions to ensure that positions are filled based on the level of need
- Identify and prioritize new positions
- Evaluate changes in positions resulting from workload shifts (increased/decreased responsibilities, other added/eliminated positions)







Personnel Action Change and Position Justification Requests forms are required for documenting any change requests and justification to be reviewed by the President and Cabinet. All requests are routed electronically through the appropriate chain of command to the Department of Human Resources. The HR Representative will add the request to the agenda for PAC review. The approvals/denials are then communicated to the Division Vice President/Provost and to the request originator/form initiator.

Department Reorganization

The effective date for ALL department reorganizations are October 1^{st} of each fiscal year. Changes <u>cannot</u> be made after the start of a new fiscal year.

SPLIT: identify a single existing department and split it into one or more separate departments.

MERGE: identify multiple existing departments that will be combined into 1 single department.

Re-Organize: move a department between divisions or to another department within the same division

Personnel Action Request Form (ePARF):

- Promotion
- Title Changes (no reclassification or change of duties)
- Department Transfer (employee and position)
- Pay Adjustments



- Interim Appointment and/or stipend
- Department Requests
 - o Department Name Change
 - o Request for New Department

Position Justification Request Form (ePJRF):

- · Reclassification of existing position
- · Request for a new position / FTE
- · Request for recruitment

All Personnel and Position Change Request Meetings are monthly, with dates to be determined.

https://www.jsu.edu/hr/management-and-administration/personnel-actions.html



General Funded Position Process

The review process begins with the identification of classified and management positions by JSU departments (Argo's Position Budget Reports). Next, the positions are prioritized. The position prioritization work results in three prioritized lists, one for management, faculty, and classified positions. The purpose of the priority lists is to determine which positions to fill first based on available resources. The position prioritization process will be performed during Personnel Action Committee meetings.

The weighting mechanism used to rank positions is the following:

- Based on department/institutional level needs:
 - 1. How do the duties and responsibilities of the position fulfill the following:
 - New or existing department/program needs
 - Needs of the department, identified through program and operation planning or , if applicable
 - JSU's Strategic plan
- 2. Will this position contribute to meeting increased demand or growth?
- Can job duties be shared amongst current staff?
- 4. Can the requested position be postponed?
- 5. Will this reduce the need for hourly employees and offset the cost of hiring a permanent employee?
- 6. Can process improvements or technology eliminate the need for this position?

Restricted Funded Position Process

As grant appropriations and restricted programs needs and funding sources are unique to each program, management and classified positions requested are determined through a separate process from the general fund process.

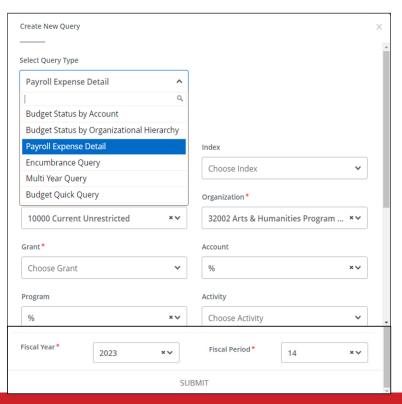
Restricted program funded management and classified position needs as determined by the Program Manager in consultation with the Vice President overseeing the program. The Vice President and Program Manager will work with Grant Accounting in the Controller's Office to identify an appropriate funding source and determine sustainability. Upon determination that the position can be sustained through the restricted funding source, the Vice President will submit the position request to Human Resources for discussion and as a recommendation to the President.

To ensure transparency, positions filled through this process will be reported as an informational item at the Budget Committee meetings.

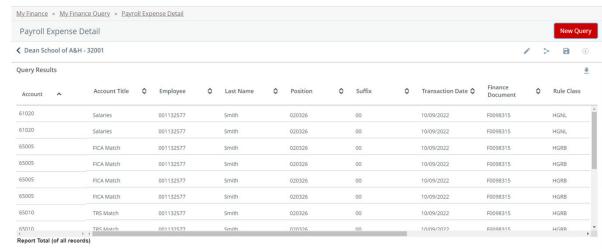


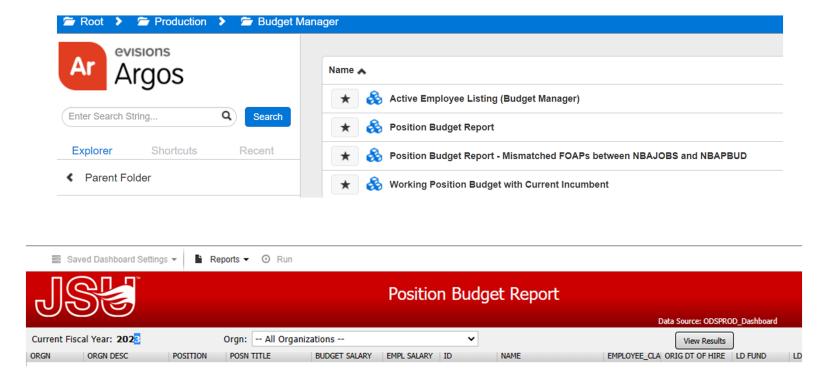
• **Position Control** - Position control is JSU's process for tracking and maintaining personnel actions and budgets for State funds so that personnel budgets are monitored, and units do not overspend. It also ensures there are sufficient funds to cover employee salaries.

Open Banner Self-Service > Click My Finance Query > Click New Query >

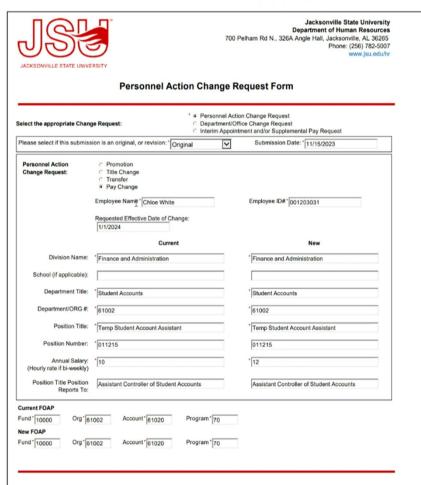


Payroll Expense Detail – gives the detail of personnel paid from the salary accounts of the budget. This will always be cumulative from the beginning of the fiscal year (October 1st).









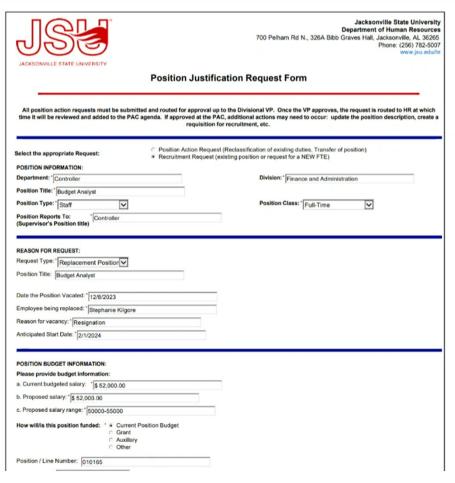
EXISTING POSITION ADJUSTMENT REQUEST FORM

- Use the Personnel Action Request Form (e-PARF)
- Requested Effective Date of Change: on or after August 15, 2024
- Justification: Use ORIE's Dashboards enrollment, performance evaluations, operational plans, and data qualitative information to support your requests.

JSU funds annual cost of living (COLA) salary increases that are approved by the Board of Trustees every October. A request form is required for any other additional compensation payments to a current employees for the upcoming fiscal year.

Additions to headcount, salary increases, promotions (non-academic), and position replacements which require additional funding outside of the approved fiscal year budget may need to be funded by salary savings. Salary savings from an existing position being used to permanently fund personnel requests will result in a permanent decrease in that position's budget. The final mount of salary savings available for use is determined and approved by the Office of the Provost and by the Office of Finance & Administration.

 Submit the *Personnel Action Request Form* for final VP approval to HR on <u>February 25, 2024.</u>



NEW POSITION OR VACANT RECRUITMENT REQUESTS

- Submit a Position Justification Request Form (PJRF)
- Anticipated Start Date: on or after August 1, 2024 or October 1, 2024 (non-academic)
- Justification: Use ORIE's Dashboards enrollment data and qualitative information to support your requests.
- Attach the New Program/Initiative Request Form See JSU's Department Head Resources Page (add link form Kim Presson)
- Submit the *Position Justification Request Form* for final VP approval to HR on February 25, 2024.



Returning Faculty

FY 2024-25 Position Budget Timeline

This timeline provides for advertising, application processing, selection, and onboarding faculty for the next academic year.

• <u>February 7 -25</u>	<u>Position Justification Request</u> and for <u>Personnel Action Request Forms</u> due VP approval for approval
• February 26, 2024	Divisional Budget Summary Form updated in the Approved folder (Cabinet Only)
• March 13, 2024	Communicate all approved positions for recruiting and personnel actions
• March 15, 2024	Faculty that do not plan to return to JSU for the next academic year shall submit a written resignation to his/her immediate supervisor (<u>Faculty Handbook Section 2.7.1</u>)
• March 25,2024	Departments initiate returning Faculty Contracts
• April 1, 2024	Send out all returning Faculty Contracts and Department Head Letters (Only New or Changes)
• April 19, 2024	All returning Faculty Contracts due to the Provost and Department Head Letters (Only New or Changes)
• April 25, 2024	Signed returning Faculty Contracts and Department Head Letters (Only New or Changes) are due to Academic Affairs/Human Resources

^{*} Returning Faculty include Full-time Faculty and Visiting Faculty

^{**} Retiring Faculty need to indicate if they are taking accrued leave for Fall or Spring on or before March 15. This applies to 12-month faculty who earns accrued leave.



Adjunct Faculty

FY 2024-25 Position Budget Timeline

There are no final commitments related to adjuncts until their contract is returned for the respective semester(s) course. The below timeline provides time for advertising, application processing, selection, and onboarding new adjuncts or assigning overload for the next academic term, if required. Additional adjunct contracts can be issued based on course demand and full-time faculty assignments.

Requests to fill anticipated adjunct needs	FALL/SUMMER March 1	SPRING TBA
Departments initiate returning Adjunct Contracts	March 24	ТВА
Send out all returning Adjunct Contracts	April 1	ТВА
All returning Adjunct Contracts due to the Provost	April 19	ТВА
 Signed returning Adjunct Contracts due to Academic Affairs/Human Resources 	April 25	ТВА

