

SALARY SAVINGS

3554

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Normally, routine staff turnover will create enough salary savings so that no special tactics on the part of the manager are necessary. However, if a manager has low turnover, upgrades positions, has unfunded positions, or overuses either the temporary help or overtime blanket, specific management decisions and actions must be taken to prevent a budget deficit. The basic staffing expenditure controls are:

- Holding authorized staff vacancies open longer.
- Delaying filling established positions.
- Downgrading vacancies as they occur.
- Transferring operating expense dollars to personal services (which requires a budget revision and is subject to Department of Finance approval; see Section 3560.6).(see section)
- When more positions are vacant than are necessary to generate the required salary savings, we have "excess salary savings." Any salary savings over and above the normal required salary savings will belong to the regions and may be used, for instance, to fund additional overtime. When excess salary savings are being used to increase overtime budgets, a Transfer of Budget Allotment (TBA) form must be submitted (see Section 3560.5)..(see section) The Director, however, may redirect such savings to one or more regions.

Note that excess overtime dollars or excess salary savings on coded positions cannot be used to hire additional temporary help beyond the total temporary help PY authorization.

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