

Library Project Salary Recovery Form

Please review the appended Library salary savings policy before completing the request section below. Requests should be sent to the AUL for Library Administrative Services.

Request for Project Salary Recoveries

Date: Requestor:

Staff line(s) generating project salary recoveries (must be ongoing budgeted staff line):

Name(s):

Account: Estimated Savings:

Time frame for savings earned: Start Date: End Date:

Please describe plan for use of savings, including project or back fill description, time frame for use of savings, and departmental need. Please describe critical need for one-time funds for staffing coverage due to vacancy, medical leave, or reassignment. Please also include proposed plan for coverage, estimated amount of funds, and time frame needed for coverage:

If staff are to be funded, please provide:

Name/Position: Perm/Temp: Estimated Cost:

Start Date: End Date

Approved by AUL for Department:

Date:

Approved by AUL, Library Administrative Services:

Date:

Library Salary Savings Policy (approved June 2014)

The intent of this policy is to provide guidance on the use of salary savings for CUL managers. It is hoped that by articulating a clear process we can provide an incentive for managers to generate savings and to participate in how those savings are used. The policy also sets an expectation that savings do not automatically accrue to the department or unit but need to be part of an overall discussion of CUL priorities. Ideally this policy will encourage managers to articulate staffing goals and priorities prior to the discussion on salary savings. This would also provide a framework to understand the ramifications of staffing changes.

Scope

This policy applies to part-time and full-time budgeted positions with ongoing funds on allocated/appropriated accounts ⁽¹⁾, for both endowed and contract college library units.

Definitions

One-time salary savings that are realized when staff are appointed to grants or contracts are known as project salary recoveries. Upon request, funds may be returned to the unit for the sole purpose of covering one-time salary expenses, such as backfilling for staff working on grant or sponsored activities, and/or providing bridge funding for other staff primarily supported by outside sources.

Project salary recoveries are not to be confused with in-year salary savings that are realized due to unpaid leaves of absence and short-term vacancies. These savings are generally used by Library Administration to fund one-time initiatives and projects that cannot otherwise be funded.

Structural salary savings are realized due to retirement, reorganization, or vacancy, without plans to fill the position(s) or fund the position(s) at the same level/salary. Structural savings also result when gifts are used to fund existing positions. These savings are used by Library Administration to reduce deficits and to support strategic priorities across all units.

Procedure for Request of Salary Recoveries

All requests for salary recoveries must be written and submitted to the appropriate AUL and the AUL for Administrative Services. The request should include an estimate of accrued savings and a detailed plan for the use of the funds. The proposal should not increase ongoing expense beyond the available funds. Approvals will be communicated in writing as well. The incurred base salary expenses, up to the approved amount, will be transferred to a departmental account after the close of the fiscal year (June 30th).

Procedure for Request of Essential Staffing Funds

In an event where a unit is facing a critical labor shortage due to staff vacancy, medical leave, or reassignment, the unit head may send a written request for one-time funds to cover the staffing need. Requests must be written and submitted to the appropriate AUL and the AUL for Administrative Services, and document the exceptional circumstances of the request and amount requested. Funding, if provided, may only be used to cover staffing needs for essential operating continuity. Approvals will be communicated in writing and in a timely fashion.

⁽¹⁾ Allocated/appropriated positions refer to endowed and contract college type ongoing lines budgeted on subfund type GNAPPR.