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Paul Palazzolo
SANGAMON COUNTY AUDITOR

**Resolution_____**

**WHEREAS**, the Sangamon County Board has undertaken many budget-related actions, including numerous changes to county policies and procedures, in order to ensure that the county's overall fiscal condition remains strong and that the county operates within its budget; and

**WHEREAS**, in order to ensure that actual personnel services expenditures are in line with the approved annual budget, the Sangamon County Board Finance Committee is adopting a policy requiring that all vacant positions shall remain vacant for at least a 30-day period before a replacement is hired; and

**NOW THEREFORE BE IT RESOLVED**, by the members of the Sangamon County Finance Committee, that the following specific policies are adopted:

1. All vacant positions shall remain vacant for a 30-day period before a replacement can be hired.

2. The 30-day period begins on the date of the final personnel services related payout, including, but not limited to, salary and benefit payments, of the departing employee.

3. The 30-day period applies to all personnel vacancies, including, but not limited to, those created by retirements, resignations, leaves of absence, disability, discipline, promotions or terminations.

4. The 30-day period applies to both union and non-union positions.

5. The vacancy period for one position cannot be used to comply with the 30-day period requirement for another vacant position.

6. A request to fill a vacancy must be approved by the appropriate oversight committee prior to being presented to the Finance Committee, unless the Finance Committee determines that it can approve first due to a time-sensitive issue.

7. Positions that are entirely grant-funded, and subject to a significant loss of grant funding if the position is vacant for up to 30-days, may be exempt from this policy.

Respectfully Submitted,

