

SAM—PAYROLLS

GENERAL PERSONNEL PROCEDURES

ESTABLISHED POSITIONS

8531

(Revised 10/88)

Personnel procedure is coordinated with budgetary control of salaries and wages by means of established positions. No employee may be appointed except to a position which has been properly established and approved by the Department of Finance to fix its class title, duration, organizational function, and the budget allotment from which the salary is payable.

Each position not previously established on a continuing basis must be established by the submission of Change in Established Positions form, STD. 607, to the Department of Finance. Factors that change or abolish positions are reported on this form. Encumbrances and disencumbrances are recorded on STD. 607, against current budget allotments and indicated in the Estimates Register and allotment-expenditure accounts.

Blanket positions, in which any number of persons may be employed within budgetary limits as to the amount of money allotted, may be established for temporary or seasonal help, overtime, and other purposes, with approval of the Department of Finance. Amounts encumbered against blanket position allotments are reported on STD. 607. The SCO will summarize expenditures from blanket positions as of the tenth of each month and will withhold any subsequent warrants for positions shown by such summary to be over-expended. Such warrants will be released upon receipt of STD. 607 increasing the approved encumbrance for those positions.

In order to promote the policy of recruiting employees at the entry or "trainee" level and subsequently advancing these employees to the journey person level when qualified, without further budgetary action, certain classifications are established interchangeably with the approval of the Department of Finance.

STD. 607 applicable to these positions will show the appropriate combination of "trainee-journey person" titles and will show the class code at the "journey person" level with the other class code(s) in parentheses. The positions will be reflected in the SCO's file with the "journey person" class code and will not be changed when the class of the incumbent is changed.