

SAM - BUDGETING

PERMANENT POSITIONS

6509

(Revised 9/2010)

The budgetary definition of a permanent position is any position authorized by the Legislature for indefinite continuation within any classification established by a salary setting authority. They may be full-time, fractional time, or intermittent. Permanent positions must be certified for continuation at the beginning of each fiscal year. See SAM Section [6521](#).

The continuation of permanent positions is accomplished by reconciling Schedule 8 with the Final Budget and comparing it with the State Controller's Office roster of established positions. The amount shown in Column 11 of Schedule 8, after verification and correction, represents the encumbrance of salaries for which continuance is approved. Following certification for continuation at the beginning of the fiscal year, no further documentation is required to encumber such positions.

As a matter of clarification, the appointment process is a method of filling positions. A permanent appointment is any appointment which continues for any length of time exceeding the probationary period for that class.