POSITION NUMBER MANAGEMENT GUIDE

One of your first decisions when starting a new recruitment is to decide which position number you plan to use. This guide will help you determine whether you should follow a process to (1) use an active existing position number, (2) use an inactive existing position number, or (3) create a new position number.

You should also have an annual process to review and inactivate any vacant full-time faculty, staff, post-doc, and 12-month grad positions you don't plan to fill and no longer want to plan/budget for.

Your HR Rep/Business Manager will have access to the **UV_POSITION_INCUMBENTS_BY_DEP** query in PeopleSoft. It will list all positions within a department and provides the information needed to make this determination.

They will also have access to the **UV_POSITION_VACANT** query in PeopleSoft to help identify positions to inactivate each year.

<u>Effective use of this guide will make the new Axiom multi-year salary tool significantly easier to use.</u>
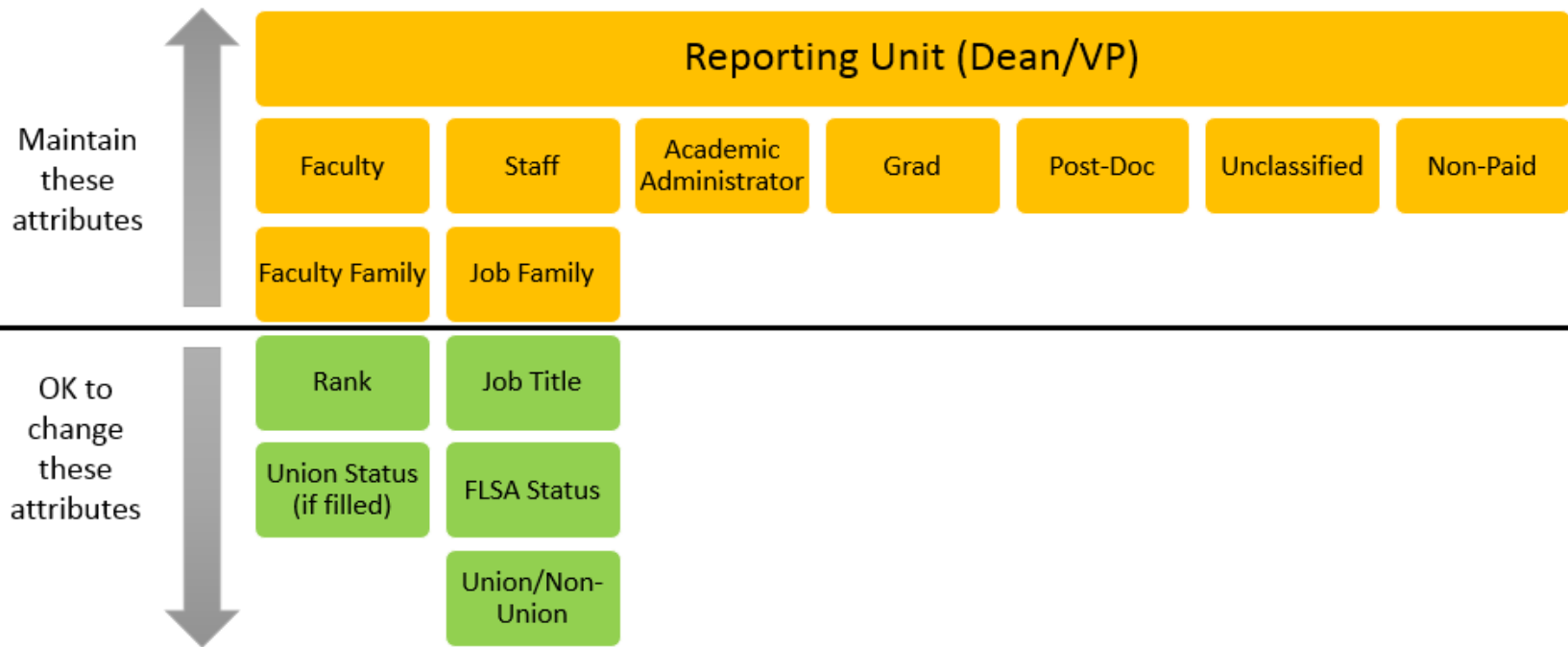
1. **Using an active existing position number**
   a. If you are required to use PeopleAdmin for your recruitment (see "Position Creation & Reactivation" chart below if you aren't sure), make sure to choose the "Waiver Existing Position" or "Recruit Existing Position" action type.
   b. Departments should seek to reuse position numbers first, before creating new position numbers
   c. The continuity of the position over time should be maintained as much as possible
   d. Positions may be reused only within the same Reporting Unit (VP or Dean unit)
      - Within the same Reporting Unit, positions may move between different departments
   e. **Staff positions** must remain staff positions
      - Staff positions should remain within the same Job family if possible
      - Staff positions may be transitioned between or among job titles, exempt/non-exempt status, and union/non-union status
   f. **Faculty positions** must remain faculty positions
      - Faculty positions must remain within the same faculty family (e.g., Tenure Track, Non-Tenure-Track, Research, Visiting, Library, Volunteer Services, Clinical, Extension, COM Clinical, COM Research, COM Teaching, etc.)
         i. Tenure-track positions must remain tenure-track positions
         ii. Non-tenure-track positions must remain non-tenure-track positions
         iii. Instructional faculty positions must remain instructional faculty positions
         iv. LCOM UVM Medical Group positions should not be recycled into non-Med Group positions, and vice-versa
      - A current faculty member may transition between union and non-union status, and vice-versa while remaining in the same position

Updated 12/6/17

- Vacant full-time faculty positions must retain their union status (union or non-union) upon recruitment. I.e., a vacant position with a union code equal to "U1" should be filled with the expectation that the new employee will be a U1 bargaining unit member. Positions should not transition between union and non-union status unless filled by an existing employee whose union eligibility has changed.
  g. **Academic administrator positions** must remain academic administrator positions (cannot transition from academic administrator job/appointment to faculty job/appointment or vice-versa while keeping the same position number)
  h. **Graduate positions** must remain graduate positions
  i. **Unclassified positions** (faculty or staff) must remain unclassified
  j. **NPC (non-paid) positions** must remain NPC positions
  k. **Post-doc associate positions** must remain post-doc associates
  l. **Post-doc trainees positions** must remain post-doc trainees
  m. **Post-doc fellow positions** must remain post-doc fellows

2. **Using an inactive existing position number**
   a. Same guidelines as above for choosing the position number.
   b. In your PeopleAdmin recruitment action, be sure to choose "Yes" when asked if the position needs to be reactivated in PeopleSoft.

3. **Creating a new position number**
   a. New positions may be created if:
      - There are no eligible existing position numbers available to reuse (e.g., no more inactive positions of like kind, or the department wants to hold a position vacant for recruitment at a later date, etc.); or
      - The unit is establishing a brand-new role separate from existing positions
   b. If you are required to use PeopleAdmin for your recruitment (see "Position Creation & Reactivation" chart below if you aren't sure), make sure to use the "Create New Position" button to initiate your recruitment action.

4. **Yearly Inactivation of Positions**
   a. HR Reps/Business Managers should create an annual process by which they use the **UV_POSITION_VACANT** query to decide which active positions can be inactivated in PeopleSoft.
   b. The list of positions that need to be inactivated can be emailed to payroll@uvm.edu.

Position Creation & Reactivation

Employee Type	Process	How to Indicate New Position No. Needed	How to Indicate Position Reactivation Needed	Who Will Create or Reactivate Position
Full-time faculty	PeopleAdmin recruitment/ waiver	Action type = Recruitment/Waiver-New Position	Action type = Recruitment/Waiver-Existing Position	HR Faculty Services Facultyservices@uvm.edu
Classified staff				HR Class & Comp hrs@uvm.edu
Graduate students	ePAR	Leave position # blank, note in comments that new position should be created	Note in comments that position needs to be reactivated	Payroll Services Payroll@uvm.edu
Pre/Post-doc fellows				
Post-doc associates				
Part-time faculty	PeopleAdmin and/or ePAR per Guide to Salaried NTT Faculty on Payroll	In PeopleAdmin, Action type = Recruitment/Waiver-New Position In ePAR, leave position # blank, note in comments that new position should be created	In PeopleAdmin, Action type = Recruitment/Waiver-Existing Position In ePAR, note in comments that position needs to be reactivated	HR Faculty Services facultyservices@uvm.edu
Unclassified staff	PeopleAdmin recruitment/ waiver	Action type = Recruitment/Waiver-New Position	Action type = Recruitment/Waiver-Existing Position	Provost's Office/HR Faculty Services facultyservices@uvm.edu
NPCs	PeopleAdmin and/or ePAR, depending on title	In PeopleAdmin, Action type = Recruitment/Waiver-New Position In ePAR, leave position # blank, note in comments that new position should be created	In PeopleAdmin, Action type = Recruitment/Waiver-Existing Position In ePAR, note in comments that position needs to be reactivated	

Reusing a Position

	Reporting Unit (Dean/VP)						
Maintain these attributes ↑	Faculty	Staff	Academic Administrator	Grad	Post-Doc	Unclassified	Non-Paid
	Faculty Family	Job Family					
OK to change these attributes ↓	Rank	Job Title					
	Union Status (if filled)	FLSA Status					
		Union/Non-Union					

Maintain Position Continuity

Position 1234

Assistant Professor TT - UA → Associate Professor TT - UA → Associate Dean - NU → Associate Professor TT - NU → *new hire* → Assistant Professor TT - UA ✅

Position 5678

Associate Professor TT - UA → *new hire* → Associate Provost - NU → *new hire* → Graduate Assistant → *new hire* → IT Professional 🚫