
In Year Salary Savings

Vice-President (Fredericton-Academic)

Guideline

1.0 Purpose

- 1.1 The University Management Committee has approved this guideline in order to apply salary savings against the forecasted deficit.

2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 This procedure applies to all continuing full-time, continuing part-time and term full-time faculty and staff positions funded from the operating budget, including those considered to be Externally Funded Positions (i.e. recovered in full or part).
- 2.3 This procedure applies to salary savings resulting from delays in filling vacant positions (planned or unplanned), unexpected vacancies created by retirement, resignation as well as paid leave or Leave without Pay

3.0 Definitions

- 3.1 Externally Funded Positions are defined as positions whose funding is dependent in whole or part on funding external to the budget envelope.

4.0 Implementation

- 4.1 Units on the Fredericton Campus typically receive budget funds equivalent to the annualized salary (as at the beginning of the fiscal year) of approved faculty and support staff as well as related salary increases earned during the year. These salary increases may include reclassifications, progress-through-ranks and/or economic adjustments.
- 4.2 The Resource Planning & Budgeting ("RPB") Team will reduce the unit's annual budget by the position's actual salary savings (including related salary increases) pro-rated from the time the position is vacant or costs are reduced. This represents a one-time transfer to the Fredericton Campus.
- 4.3 The current procedure with regard to Savings from Sabbatical Leave (and other related leave) remains in effect
- 4.4 Units may apply to the Vice-President accountable for their Portfolio for the return of these savings in whole or part. Each Vice-President may weigh the requirement for in-year replacement or backfill and is responsible for the written approval of these exceptional circumstances. Approval must be forwarded to the RPB Team to ensure entries returning in-year salary savings are processed on a timely basis.

5.0 Interpretation and Questions



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- 5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this procedure may be directed to budgethelp@unb.ca.