

Cabinet Processes for Vacant Positions

The current economic downturn caused by the pandemic has created a substantial decrease in the ongoing funding provided to the college by the state. Temporary funding and bail-out support is just that, TEMPORARY. Mt. SAC must prepare for the possibility that, to some extent not yet determined, this decline in ongoing state support will continue. In preparation of such a scenario, we too must take short term—and hopefully temporary—measures to control our primary ongoing expenditure commitment, that is, permanent employees. What follows are such implementation measures.

A vacancy for a permanent position for any reason (new, retirement, resignation, “frosted”):

1. For separation of existing permanent employees, the resulting vacant position will be considered frosted (hired at a later time to be approved by Cabinet).
2. Requests for recruitments must be approved by Cabinet prior to processing through Fiscal Services and Human Resources.
3. A manager should review the need for rehire and prepare a written justification.
4. If the position is needed for immediate rehire, submit the following to your Vice President for discussion at Cabinet:
 - a. Completed RTF (no signatures required)
 - b. Rationale for justification of rehire of position
 - c. Verification of appropriate budget for position
5. Position will be reviewed at Cabinet and the determination will be made for approval of recruitment or placement of the position on the frost list.
6. If approved for recruitment, RTF will be returned to the Vice President with the “Cabinet Approval” stamp for regular processing through Fiscal Services and Human Resources. The determination will be recorded in Cabinet Notes.

If an interim (for managers) or substitute (for classified/confidential) is requested while the position is being actively recruited:

1. Requests for interim or substitute positions must be approved by Cabinet prior to the offer of any interim or substitute position.
2. For interim managers, please complete an RTF for the interim position and route through the process specified above for RTFs, including rationale for justification of an interim.
3. For substitute classified or confidentials (including request for an out-of-class substitute), please include the request for such in the rationale for justification of the rehire of the position.
4. Interim or substitute positions will be reviewed at Cabinet and the determination will be made for the substitute or interim assignment.
5. If approved for interim/substitute, the RTF (for managers) will be returned to the Vice President with the “Cabinet Approval” stamp for regular processing through Fiscal Services and Human Resources and the VPs office will be notified for substitutes (classified/confidential). The determination will be recorded in Cabinet Notes.

If an out-of-class or change of status of an employee is being requested due to a temporary vacancy:

1. Requests for out-of-class/temporary change of status must be approved by Cabinet prior to the offer of any such change of status to an employee.
2. If the position is needed for due to a temporary vacancy, submit the following to your Vice President for discussion at Cabinet:
 - a. Completed Change of Status Form (no employee name, no signatures required)
 - b. Rationale for justification of temporary change
- a. If approved for an out-of-class/temporary change of status, the Change of Status Form will be returned to the Vice President with the “Cabinet Approval” stamp for regular processing through Human Resources. The determination will be recorded in Cabinet Notes.