



**Policy Type:** Board

**Category:** Personnel **Sub-Category:** Hiring Practices

**Policy Name:** Vacant Positions Policy - Board Policy 4.22

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## **4.22 VACANT POSITIONS POLICY (Adopted 6-19-15)**

Employee Services Agency (ESA) will produce a list of all positions that have been vacant continuously for two years or more, and submit the list to the County Executive's Office of Budget and Analysis (OBA) during the fall of each year.

OBA will review the circumstances related to each vacant position, with input from County departments, as part of the development of the Recommended Budget. OBA will review the findings with the County Executive and a recommendation to address the retention or deletion of these positions will be included in the annual County Executive's Recommended Budget, with specific information to that effect.

The County will not maintain a vacant position for more than five years unless the Board approves an exception for a particular position or classification.

### **Related Policies**

None.

### **Related Forms and Information**



## County of Santa Clara

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None.

### History

Date	Changes Made
6/25/2015	Policy Uploaded. (John Myers)
6/19/2015	Policy Adopted. <a href="#">View legislative file.</a>