Position Control Policy

I.  Purpose
This policy provides guidelines for the recruitment or replacement of staff members and ensures that Albert Einstein College of Medicine ("Einstein" or "College") is effectively allocating human capital resources to fulfill critical needs. This policy also endeavors to minimize reductions in workforce by maximizing natural attrition at Einstein.

II.  Scope
This policy applies to staff, and employee management decisions.

III.  Policy
Rather than immediately filling every vacant position, Administration must determine whether there are alternative ways to fill a vacancy. Examples:

- If someone leaves, it might make sense to add those responsibilities to another role.
- Review whether the position is absolutely necessary.
- Review available funding for the position.

While there is a financial imperative driving this, it is an operational question.

A.  Position Control Committee
Such decisions are to be made by the Position Control/Vacancy Review Committee. The Committee will meet at a set time on a weekly basis. The committee is composed of:

- Executive Dean
- Associate Dean for Finance and Administration
- Vice President for Human Resources
- Chief Financial Officer
- Budget Director
- Assistant Dean of Academic Affairs
- Assistant Dean of Academic Administration

At each meeting, the Committee will:
- Review all open positions
- Decide whether some should be left unfilled.
- After Dean announces plans to implement various strategies to the community, implement for all new ICIMs/EPAFs.
B. Process

For all requests submitted, the Budget Office will hold the ICIM’s request. It will provide the non-faculty salary budget for the department and profile that position, i.e., find out how many similar positions there are. For all submissions as of each Friday, it will gather the comparison and circulate by close of business each Wednesday.

IV. Definitions

None.

V. Effective Date

Effective as of: 9 May 2018

VI. Policy Management and Responsibilities

The Budget Office is the Responsible Office under this Policy. The Associate Dean for Finance and Administration is the Responsible Executive, and the CFO is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)

\[Signature\]  \[Date\]

Responsible Executive  6/19/18