

UHCC Policy Chapter 9, Personnel  
UHCC Policy 9.495, Long-Term Vacancy  
Effective Date: November 2012  
Prior Dates Amended: April 2018 (recodified)  
Responsible Office: Office of the Vice President for Community Colleges  
Governing Board of Regents Policy: N/A  
Review Date: February 2021

## I. **Purpose**

The University of Hawai'i Community Colleges (UHCC) recognizes the need to make more effective use of vacant positions throughout the UHCC system. The traditional approach to securing new positions for workload and new program requirements has made it difficult for the campuses to respond to enrollment growth and changing workforce needs. The purpose of this policy is to establish a systemwide pool of vacant positions, consisting of positions that have remained vacant for two years or longer, that can be used to meet immediate campus staffing needs.

## II. **Definitions**

### A. **Vacancy Report**

1. The vacancy report is an annual report completed by the campuses in July of each year, detailing the types of positions that are vacant, the length of time that each position has remained vacant and the status of each vacant position.

### B. **Long-Term Vacancy**

1. A long-term vacancy is a position that has remained vacant for two years or more as of June 30 of the preceding fiscal year. Long-term vacancies shall:
  - a. Apply to authorized (BJ and BT) general fund positions only;
  - b. Include positions that are filled on a temporary basis (e.g., civil service 89-day hires and permanent APT positions filled on a temporary basis) as these positions are still considered vacant for this purpose; and
  - c. Exclude positions that are tied to incumbents with return rights.

### C. **Vacancy Pool**

1. The vacancy pool is a central pool of vacant position counts held in the Office of the Vice President for Community Colleges (OVPCC). Long-term vacant positions will be transferred from the campuses to the vacancy pool. Campuses that justify the need for positions may receive position counts from the vacancy pool.

### III. **Executive Policy**

#### A. Guidelines

1. Each July, campuses will complete the annual vacancy report as of June 30 of the preceding fiscal year. Effective July 1, long-term vacancies identified on the report are frozen and cannot be filled until the Request for Position Form is completed and approved.
  - a. Campuses wishing to fill frozen positions shall submit a Request for Position form to the OVPCC for consideration.
  - b. Frozen positions identified for transfer to the vacancy pool will be abolished in Peoplesoft and will be transferred to the OVPCC in the budget via the budget allocation process. To effectuate this process, the OVPCC shall initiate the SF-1 to transfer and abolish the position. At the time the position is transferred, the OVPCC shall update the appropriate organization chart(s) for campus approval. The campus shall submit a copy of the approved org chart(s) to the OVPCC.
  - c. Position transfers will be reflected on the BJ Tables during the appropriate update cycles. If a transfer requires reorganization, the position will be flagged on the campus' organization chart as a transfer that is pending the completion of a reorganization. Positions identified in this manner are reserved for the vacancy pool until all reorganization actions are completed and the position is transferred.
2. Campuses may request position counts from the pool to meet program needs by submitting a Request for Position form. Only position counts will be provided as requesting campuses will be responsible to fund salaries through internal reallocations.
  - a. Position counts identified for transfer will be transferred to the campus in the budget via the process. The campus shall initiate and approve an SF-1 to establish the position. At the time the position is established, the campus shall update and approve the appropriate

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organization chart(s) and submit a copy of the approved SF-1 and org chart(s) to the OVPCC.

- b. Position transfers will be reflected on the BJ Tables during the appropriate update cycles. If the requesting campus requires a reorganization, the position will be transferred to allow the campus to begin the reorganization process. The position will appear as a footnote on the campus chart until the reorganization process is completed.

**IV. Delegation of Authority**

**V. Contact Information**

Subject Matter Experts

Office of the Vice President for Community Colleges, telephone number 956-7038 or email at [jmorton@hawaii.edu](mailto:jmorton@hawaii.edu)

**VI. References**

**VII. Exhibits and Appendices**

No Exhibits and Appendices found.

**Approved:**

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John Morton  
Vice President for Community Colleges

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Date