

Policy 120 – Vacant FTE Positions

All state agencies and institutions should analyze and evaluate the need to fill positions as vacancies occur in order to ensure state government operates efficiently. Agencies and institutions should look at all options for filling non-temporary positions. Examples of these options:

- Hiring temporary staff.
- The use of consultants **or contracts** on a temporary basis.
- Distributing workload within existing staff.

Positions that have not been filled within 6 months, should be evaluated to see if there is a need for the position.

HRMS is available as a resource for state agencies in analyzing the need to fill vacant positions.