

**Division Officer's Evaluation of Position to be Vacated  
Due to Participation in Early Retirement Incentive Program (ERIP)**

**PARAMETERS**

Decisions pertaining to the disposition of a vacancy created by an ERIP participant and decisions pertaining to the filling of these vacancies must be made during the period that a current employee files an Intent to Participate in the ERIP and actually completes an Application for Participation and Record of Separation form. Once the ERIP participation and separation is approved, the department head will initiate the Employment Requisition for the vacant position and follow the respective instructions to process the requisition.

**PROCEDURES**

- (1) Review ERIP Notification of Intent to Participate submitted by current employee.
- (2) Meet with respective department head and administrative superior to review pending vacancy and its impact on the department's and University's ability to meet its goals & mission.
- (3) Utilize the current employee's position description and the organizational chart.
- (4) Determine whether this position can be
  - a) Eliminated
  - b) Position eliminated, but duties reassigned: Job Audit Review of other Reassigned PD & classifications/pay grades required
  - c) Filled as is
  - d) Position maintained; minor modification of duties: Update PD Required
  - e) Position needs restructured: Job Audit Required
    - 1) Major changes in position description, possible reclassification or pay grade reassignment
    - 2) Different basic function and duties identified
    - 3) Consolidation of two or more positions
    - 4) Current position eliminated; new position identified
- (5) Once option of what to do with pending vacancy is determined; then decide on the timeliness of filling the vacancy:
  - a) Fill ASAP following current employee's last working day (Utilizes standard operating procedures)
  - b) Fill prior to current employees last working day (Required ERIP Policy Committee Review)
  - c) Fill after current employees last work day, but after one-month vacancy;  
Fill after current employees last work day, but after two-month vacancy  
Fill after current employees last work day, but after three-month vacancy. (Required ERIP Policy Committee Review)
- (6) Complete ERIP Division Officer's Evaluation Form.

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Employee's Name \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position \_\_\_\_\_ Division \_\_\_\_\_

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**STATUS OF POSITION**

- Eliminate Position and Duties.
- Fill Position as currently defined
- Fill Position as currently defined with minor modification of duties (*Update of PD Required*)
- Restructure Position: Job Audit Required
  - \_\_\_\_\_ Major changes in position description, possible reclassification or pay grade reassignment
  - \_\_\_\_\_ Different basic function and duties identified
  - \_\_\_\_\_ Consolidation of two or more positions
  - \_\_\_\_\_ Eliminate position: new position identified
  - \_\_\_\_\_ Eliminate Position and Reassign Duties

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**DETERMINATION OF FILLING OF VACANCY**

- Fill Vacancy ASAP following current employee's separation date by the following date: \_\_\_\_\_
- Fill Vacancy *prior to* current employee's separation date by the following date: \_\_\_\_\_
- Fill Vacancy *after* current employees's separation date (For tracking purposes)
  - \_\_\_\_\_ after one-month of vacancy
  - \_\_\_\_\_ after two-months of vacancy
  - \_\_\_\_\_ after three-months of vacancy

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**Recommended by:**

\_\_\_\_\_  
*Department Head/Chair* *Date*

**Recommended by:**

\_\_\_\_\_  
*Administrative Superior* *Date*

Approved  Disapproved

\_\_\_\_\_  
*Division Officer* *Date*

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**HR Review of ERIP Policy**

**Guideline Variances:**

- Applicable** : *Advance to ERIP Policy Committee*
- Not Applicable**; *Division Officer Decision Final.*

\_\_\_\_\_  
*Human Resources Representative* *Date*

**ERIP Policy Committee Action:**

Approved  Disapproved  
**Comments:**

\_\_\_\_\_  
*ERIP Policy Representative* *Date*