



POLICIES AND PROCEDURES MANUAL

SUBJECT Required Approvals for Filling Vacant, Budgeted Positions	DEPARTMENT Administration & Finance		DEPARTMENT IDENTIFICATION 1100	
	SECTION 1107	PAGES 1-2	EFFECTIVE DATE 1/1/98	REVISION DATE 12/18/12

1.0 PURPOSE:

To describe the policies and procedures to be followed by City departments in respect to the required approvals for filling vacant positions.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, etc. with the exception of the Police and Fire Departments.

3.0 POLICY:

It is the policy of the City to fill any vacant, budgeted positions in accordance with certain guidelines.

4.0 REFERENCES:

None.

5.0 PROCEDURES:

RESPONSIBILITY

The City Administrative Officer/Clerk-Treasurer shall be responsible for the monitoring, implementation, and reporting of the filling of vacant, budgeted positions.

5.2 GENERAL POLICIES

5.2.1 Requests (Account No. 11-01). Requests to fill vacant, budgeted positions are to be submitted to the City Administrative Officer/Clerk-Treasurer for approval. Upon receipt of such requests, the City Administrative Officer/Clerk-Treasurer shall notify the members of the Administration & Finance Committee of the request. Upon completion of five (5) working days, if the City Administrative Officer/Clerk-Treasurer has not received any objections, such approval may be granted. Any unusual circumstances shall be reported to the Administration & Finance Committee with the City Administrative Officer/Clerk-Treasurer's notification. The City Administrative Officer/Clerk-Treasurer shall notify the requesting Department and the Human Resources Division, in writing, of approval of such request.

- 5.2.2 In restricted budget times, the procedure described in section 5.2.1 may be suspended, in lieu of formal approval of all vacancies by the Common Council.
- 5.2.3 Other Positions (Account No. 12-01). Approval requests for these vacant, budgeted positions are not necessary.
- 5.2.4 Changes. Requests for new positions, changes to positions, and number of positions, overlap, and other similar circumstances must be submitted to and approved by the Common Council.

Repealed