



6.1.2P Employment – Hiring Recruitment for Vacant Positions Procedure

Supplemental Guidance

Use of Positions Vacated

1. If the position vacated is being refilled for the exact same purpose (80% of the job responsibilities are the same as when vacated),
2. If a position vacated is being repurposed for a different purpose within the same department, that will be at the discretion of the Cabinet member in consultation with HR.
3. If a position vacated is being repurposed for a different purpose in a different department, but under the same Cabinet area, that proposal, prior to the development of an RFV, shall come to Cabinet for approval. Proposals will be given more weight if the vacancy is created through strategic effort versus opportunity.
4. If a position vacated is no longer needed within a Cabinet area, it will be repurposed in alignment with the current LCCC Human Resource Priority Plan.

Positions Moving from Non-General Funds to General Fund

1. Positions currently/historically funded by non-general fund dollars (e.g., auxiliary, grant funding, etc.), that desire to be moved to general funds, must go through the new position prioritization process.