

Title: BSC Salary Savings Policy

Responsible Office: Human Resources and Finance

Official: Associate Vice President for Human Resources

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Effective Date: July 1, 2018

Introduction / Background

Birmingham-Southern College (BSC) commits a budgeted amount of salary savings toward each year's fiscal totals.

Purpose

In order to realize budgeted salary savings, all vacancies must remain open for at least one month before a new hire may begin work. The Finance Office will track a salary savings account to ensure the budgeted amounts are achieved.

SALARY SAVINGS POLICY

Actions and Instructions

- All vacancies must remain open for a sufficient time to realize one month's salary savings. The one month's savings begin date will be recognized as the last day of work performed by the employee plus any annual leave that is to be paid out to the employee. Human Resources will provide the savings begin and end dates to hiring managers.
- Hiring managers should notify the Human Resources Office immediately when a resignation is received by an employee. This is to best ensure timely calculation of a savings timeline.

Exceptions

- Exceptions will be made for vacancies deemed to be emergencies.
- Hiring managers must notify their Vice Presidents if an exception is requested. Vice Presidents can then request an immediate hire.
- For Fiscal Year 2018-19, exceptions must be approved by the President.