**Budget Questions and Requests for Information**

**2018-19 Recommended Budget**

**QUESTION #2**

**QUESTION:** In terms of lapsed salaries, what is the vacancy rate for each department? Do we categorize positions according to how critical they are to have filled? If there are positions that don’t need to be filled, why aren’t they eliminated?

**RESPONDENTS:** Kenneth C. Pennoyer, Director, Business Management

 Cliff Turner, Director, Human Resource Development

**RESPONSE:**

 The following table shows the number of vacancies by department as of the end of the third quarter.



There is no Town-wide categorization of positions by critical need. Departments, in cooperation with HRD, manage their personnel requirements based on their understanding of Town priorities and operational needs.  Each Department reviews vacancies as they occur and determines whether it is critical to fill immediately or if they need to take time to review the position to determine if changes need to be made to the job scope and description. Occasionally, positions are left vacant due to reorganizations or changes in departmental business plans. Having a vacant position that can be repurposed at a future date adds flexibility as priorities change and new initiatives are undertaken. Eliminating a vacant position may have no net budgetary impact as it would reduce the adopted budget, but it would also reduce the amount of savings realized at year-end.