

BUDGET POLICY AND REPORTING MANUAL

<i>date</i> 10/20/99	<i>subject</i> Earmarking of Positions	<i>item</i> D - 350
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1. Purpose and Scope

The earmarking procedure, which applies to all State departments and agencies, provides a means to identify positions for review when vacant. This review may be to determine whether a position is still needed, whether a position's title and grade level are appropriate for its current duties, whether a position is assigned to the correct jurisdictional class or a combination of the three.

2. Policy Guidelines

General guidelines for placement and removal of earmarks include:

- a. Positions may be earmarked by the Division of the Budget, the Department of Civil Service's Division of Classification and Compensation or the Civil Service Commission.
- b. Operating agencies may not fill vacant earmarked positions without the written approval of the organization(s) placing the earmark.
- c. An earmark continues indefinitely until removed. It does not end automatically with the close of a fiscal year.
- d. An earmark on a position is released when the position is reclassified.
- e. The removal of an earmark on one position in a class of earmarked positions does not remove the earmarks on the remaining positions in the class.
- f. Earmarks are generally unnecessary for exempt class and Salary Grade 38 positions because these positions are reviewed through the Budget Director's Approval (BDA) process.

3. Notification of Earmark Actions

All earmark actions are processed and documented in NYSTEP.