



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### **POLICY TITLE:**

**Budgeted Position List Policy**

#### **APPLIES TO:**

**Faculty  
Staff**

#### **ADMINISTRATIVE AUTHORITY:**

**Budget Office (BO) and Office of Human Resources (OHR)**

#### **APPROVED BY:**

**President Koffi C. Akakpo (Interim Approval)**

#### **EFFECTIVE DATE:**

**September 26, 2025**

#### **EXPIRATION DATE:**

**Six Months from Approval if Not Renewed or Made Permanent**

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#### **POLICY STATEMENT:**

The Budgeted Position List (BPL) Policy establishes the guidelines and processes for managing and governing positions within KSU. The purpose of this policy is to ensure effective allocation of resources, financial accountability, approval flow, and alignment with organizational goals.

#### **DEFINITIONS:**

**Budgeted Position List (BPL):** The official record of all approved, funded positions at KSU, maintained by the Budget Office in collaboration with HR.

**Position Identification Number (PIN):** A unique number assigned to each budgeted position for tracking and reporting purposes.

**Position Authorization Request (PAR):** A formal request required to create, modify, or fill a position, including job description, PIN, salary range, and anticipated start date.

**Budget Alignment:** The process of ensuring that a proposed position is consistent with budgetary goals and that adequate funds are available.

**Cabinet-Level Position:** Senior leadership roles that follow procedures outlined in the University's Gold Book for approval and processing.

**Position Creation:** The process of establishing a new, Board-approved budgeted position within the BPL.

**Position Modification:** Changes to an existing position, including title, salary, reporting line, or scope of duties.

**Position Deactivation:** The removal or elimination of a budgeted position that is no longer necessary or aligned with organizational needs.

**Shared Document:** A restricted-access file maintained jointly by BO and OHR for BPL tracking, updates, and reporting.

**Quarterly Review:** Scheduled collaborative meetings between BO and OHR (January, March, June, September) to evaluate positions and update the BPL.

## **PROCESS:**

### **Position Creation/Hiring**

- Department submits a PVA with job description and PIN to OHR.
- OHR aligns job title, salary range, fringe, and anticipated start date; forwards to BO.
- BO reviews for budget alignment and funding availability.
  - If approved → BO assigns codes, forwards to CFO/President for final approval.
  - If declined → BO notifies originating department immediately.
- Upon CFO/President approval → BO updates the BPL and forwards PVA to OHR.
- OHR posts the position for a minimum of five (5) days.

### **Position Updates/Modifications**

- Requests for modifications follow the same PVA process.
- Cabinet-level positions require procedures outlined in the Gold Book.
- Once approved, BO updates the BPL with revised information.

### **Position Deactivation**

- Departments submit a request to OHR.
- BO and OHR review and seek CFO/President approval.
- Quarterly review determines positions for deactivation/elimination; final approval by CFO/President.

### **Monitoring and Reporting**

- BO and OHR conduct quarterly PIN reviews.
- Department heads receive periodic budget utilization reports.
- Significant deviations are escalated to CFO/President.

#### **Communication**

- Departments provide annual team structure updates.
- BO issues verification forms annually for completion/return.
- OHR communicates position changes clearly and appropriately to affected employees.

#### **REFERENCES AND RELATED MATERIALS:**

- Kentucky State University Gold Book
- Position Authorization Request (PAR) Form
- Budget Office Guidelines

#### **CONTACTS:**

Subject	Office	Telephone	E-mail
General Questions	Human Resources	(502) 597-6667	<a href="mailto:human.resources@kysu.edu">human.resources@kysu.edu</a>

#### **HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Kendra Herve

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