Purpose
To provide general guidelines for allocating full-time equivalent employees (FTE) in the Utah Department of Transportation (Department).

Policy
A. Every vacancy should be reviewed before it is filled to determine if the duties can be reassigned and if there is a better use for that FTE in the agency or Department.

B. The Deputy Director and the Senior Leader who is giving up the position will consult with the Comptroller’s Office Budget Office to determine the amount of funding that will accompany the position if it is decided that the FTE should be given to the Department-wide FTE pool.

C. A work program change will be made and the sending organization’s budget and FTE allocation will be reduced after the position and funding are determined. Work program changes will be made under the direction of the Comptroller’s Office Budget Manager.

D. The Deputy Director and that Senior Leader will consult with the Comptroller’s Office Budget Office to determine how much funding will accompany the position when a Senior Leader receives an FTE from the pool.

E. The Comptroller’s Office Budget Manager will explain and discuss implications of the funding with the Senior Leader if the position crosses line items.

Definitions
FTE: The budgetary equivalent of one full-time position filled for one year.