



ACADEMY POLICY MANUAL

Policy Title:	Centralized Control of Benefits and New Position Funding
Policy Number:	AF 05-005
Policy Administrator:	VP of Administration and Finance
Policy Initiator:	AVP, Financial Services
Authority:	Campus Administration
Effective Date:	1 July, 2014
Revised Date:	
Approved:	Thomas A. Cropper, President
Approval Signature:	/s/

Purpose: The purpose of this policy is to establish standards for the central control of funding for personnel benefits and newly approved positions.

Scope: This policy applies to all Cal Maritime personnel positions funded through the campus operating trust (48485).

Accountability: The Cal Maritime AVP for Financial Services is responsible for administering this policy and ensuring compliance.

Policy: It is the policy of Cal Maritime to centrally manage campus personnel benefits and newly approved position funding. The campus budget officer will maintain a centralized benefit pool as part of the campus reserve. Benefit budget allocations will be made to each department on a monthly basis after payroll is processed, matching benefit allocations to actual salaries. Additionally, the campus will allocate salary funding for newly approved personnel positions only after a position is filled. Until filled, salary budget for new positions will remain in the university reserve.