Please check the boxes below indicating required processes and documents are included with this Permanent/Limited Duration Finance Plan request.

(During budget preparation periods, agencies should be mindful of using vacant positions on PFPs. Work with your BAM and LFO Analysts regarding a vacant position’s status during budget prep prior to inclusion on a PFP.)

☐ Cover memo supporting the plan that addresses the following elements:
  o Problem definition (what has changed since the Legislatively Adopted Budget was approved?)
  o Alternatives considered, such as reducing duties, working out of class, etc.
  o Proposed solution
  o Expected outcomes
  o How does this action fit with the agency’s long-range, strategic staffing plan?
  o Are the positions proposed for demotion, elimination/abolishment, or reduction in months, vacant? (please provide explanation)
  o Are the positions being abolished vacant and if not vacant, please provide explanation.
  o What will the agency do if this permanent finance plan is not approved?

☐ Finance Plan

☐ Position Classification Review(s) (only needed on reclassifications, establishments and abolition’s)

☐ Organization Chart

☐ DAS CHRO’s Classification & Compensation Unit’s authorization/ review memo (only needed on reclassifications, establishments and abolition’s)