Section 2E.2 of S.L. 2025-89/HB 125, *Continuing Budget Operations* (or "mini-budget"), established the Division of Accountability, Value, and Efficiency (DAVE) within the Office of State Auditor (OSA). It further directs each state agency to report on positions that have been vacant for six months or more and directs DAVE to assess the continuing need for those vacant positions at each state agency.

The System Office has worked with the OSA to ensure one consistent report will be provided by the System Office for the entire University of North Carolina. Initially OSA only requested information on the System Office its affiliated entities but has recently requested that we also provide information on the constituent institutions at this time (with the understanding that statutory October 1 deadline will not be possible given the delayed request).

Attached is the OSA template for providing the vacancy information. We ask that each institution complete this template with your institution's positions that had been vacant at least six months as of the effective date of the act – in other words, positions that became vacant **on or before February 6, 2025**. You should use the same methodology in identifying the positions to report that you use to complete the regular Quarterly Vacant Positions Report. On the next page is a list of the required fields (provided by OSA, with UNC notes attached) which should be helpful as a guide.

In addition to the compiled lists of positions, the System Office will be providing systemwide information on the statutes that guide our use of funds and our responsibilities under the law. We are also provided a space to describe the challenges faced in filling vacancies and how lapsed salary funds are used. We will be preparing a general response, but please feel free to reach out if you have any specific information to share on that topic.

Please send the completed template back to Andrea Poole at arpoole@northcarolina.edu **no later than Friday, October 10.**

| | Field Name | Field Explanation | Field Type | UNC Notes |
|---|---|---|---|---|
| **Organizational Information** | Business Area | The official name of the agency. | Character | UNC System Budget Code |
| | Org Unit Description | The name of the division, office, or unit within the business area. | Character | |
| **Position Information** | Position City | The city where the position is based. | Character | |
| | Position County | The county where the position is based. | Character | |
| | Position Number | The unique identifier assigned to the position. | Character | |
| | Position Title | The official title of the position. | Character | |
| | Position Description | Brief description of the vacant position's duties and responsibilities. | Character | |
| | Position FTE | A number between 0 and 1 indicating the position's full-time equivalent status (1.00 = full-time; 0.50 = half-time). | Numeric | |
| **Vacancy and Lapsed Salary Information** | Funding Source | Indicate "Appropriated", "Receipts", "Federal", "Highway Funds", or another funding source. | Character | Use "receipts" if supported by GF receipts excluding tuition |
| | Date Vacant | The date the position became vacant. | Date | |
| | Budget Amount | The annual budgeted amount for the position (in dollars). | Numeric | GF portion only |
| | Vacancy Explanation | Explanation for why the position was vacant for the time listed. | Character | |
| | Plans for Release or Elimination | Description any plans the agency has for releasing or eliminating the position. | Character | |
| **Posting Information** | Original Posting Date | Original posting date for the vacancy. | Date | |
| | Continuous Posting? | Indicator for whether the vacancy is a continuous posting or not ("Yes" if a continuous posting, "No" if not). | Character | |
| | Reposting Dates | A list of all the dates on which the position was reposted. | Character | |
| | Number of Reposting Dates | A count of all the dates on which the position was reposted. This should not include the original posting date. | Numeric | |
| | Number of Applicants across All Postings | A count of the number of applicants across all postings. | Numeric | |
| | Number of Referrals across All Postings | A count of the number of referrals to the hiring manager across all postings. | Numeric | |
| | Number of Interviews across All Postings | A count of the number of interviews conducted across all postings. | Numeric | |
| | Number of Offers Extended across All Postings | A count of the number of offers extended across all postings. | Numeric | |