

REQUESTING UNBUDGETED STAFF (OVERAGE)

SUMMARY

In extenuating circumstances, a department may request positions that are not budgeted (overage positions) by contacting the appropriate budget analyst in the Office of Management and Budget (OMB).

PROCEDURE

1. Contact the appropriate budget analyst and explain in detail the justification for the overage request, including intended funding source, and the period of time the overage will be in effect.
2. If budget analyst indicates that sufficient basis exists for approval, prepare a personnel requisition on the automated requisition system. Indicate that the request is for an overage position (Budget Status 2), the effective dates of the overage, and complete the other appropriate parts on the requisition screens. In addition, the justification of the overage request should be outlined in the notes section of the requisition system. Furthermore, written justification in a separate memorandum is required for all overage requests.
3. All overage requests must be approved by the OMB Director and Mayor or designee.

Note

Unless otherwise indicated, overages are effective only until the end of the fiscal year in which they are approved.

CONTACT(S):

Department/Division

Office of Management and Budget