

**UNCSA
Budget Office
Policy Approved/Adopted 5/11/2009
Executive Council**

UNCSA Budget Office Salary Reserve Policy for SPA and EPA-NT

Salary Reserve is defined as the dollar amount created when a position is downgraded or filled at a salary amount less than the amount at which it was previously budgeted and/or budgeted salary that is not assigned to a position number. Salary Reserve is commonly referred to as “unallocated”.

Salary Reserve budgets revert to Administration to be distributed by the Executive Council.