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*Susanne R. Young, Secretary*

TO: Extended Cabinet Members  
FROM: **Susanne R. Young**, Secretary of Administration  
DATE: February 15, 2017  
SUBJECT: Exempt Position Process

As we settle into the day to day operation of State agencies and departments I want to outline my expectations for management of exempt positions, including staff attorney and general counsel positions.

In Vermont State Government the presumption is, that unless otherwise authorized by the General Assembly, positions are classified and covered by the merit system, 3 V.S.A. § 311. For that reason, the use of exempt positions is limited and is governed by specific statutory authority.

During the 2016 legislative session, the Agency of Administration was required to carefully review the use of exempt positions, and identify savings and efficiencies. In addition, Governor Scott has made it a priority to carefully examine State practices to find real efficiencies. For both reasons, I believe it is important to establish a robust review process for all actions pertaining to exempt positions.

Effective immediately you must obtain prior approval from this office before creating, converting, filling, and making a salary offer for all exempt position.

Please forward all requests in writing to the Secretary of Administration and include a narrative explanation of the exempt position you wish to act on. The request will include the following information:

- Title of the exempt position to be created, converted or filled.
- The legislative authorization for new or previously created exempt position. If the position is new, please explain when and why it was created.
- The exempt position number.
- The budget impact; funding sources and verification that the exempt position is budgeted for, in current and proposed budgets.
- If the position has been filled recently explain how it was used in the past, why it is vacant and how the position will be used going forward.

Requests are to be forwarded directly to the Office of the Secretary of Administrations, attention of Harriet Johnson at [Harriet.Johnson@vermont.gov](mailto:Harriet.Johnson@vermont.gov)