

# VRIS UPDATE

## **Continuity of Service While Filling a Vacancy Effective 3/1/12 Number 332**

### **SUMMARY OF UPDATES**

The Program Manual Chapter “[Filling Vacant Positions](#)” has been revised to add the requirement that the Office Director, when requesting approval to fill a vacancy, will also describe for the Agency Director how the team will continue to provide services to consumers served by the departing staff member until the vacancy is filled and the new hire initially trained.

Staff should review the [Exit Process](#) chapter to understand the expectation of the departing staff member prior to departure and the shared responsibility of the team and ultimate responsibility of the Office Director for continuity of services during and following the hiring process.

### **VRIS POSTING**

VRIS: Program Manual: Administration: Personnel: Hiring Information: [Filling Vacant Positions](#)

### **LEADERSHIP CONTACT**

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