

January 16, 2009

Current Freeze Procedures for advertising, hires, promotions, increases to percent of assignment, pay increases, or reclassifications

Concept: Current head count is to be frozen or reduced. When vacancies occur, managers working with their Vice President must decide how to best proceed with completing necessary, required or critical tasks.

1. No vacancies may be advertised.
2. All current advertised vacancies will be cancelled except for academic faculty vacancies and the Provost.
3. Adjunct faculty may be hired only with the written approval of the Provost and the Budget Office.
4. No positions may be reallocated/reclassified to a higher level classification for at least 12 months; no changes to "special qualifications" can be made in the Classified system.
5. No promotions (except Academic Faculty as may be approved by the Provost, the President, and the BOT), increases to percent of assignment, or pay increases may be made.
6. Critical positions and needs are to be filled from within (Classified position movement requires review and assistance from HR) as determined by the Vice President within whose area the position exists. Consideration across Vice President areas is an option – requires discussion and decision that involves the affected Vice Presidents and the President (Classified position movement requires review and assistance from HR).
7. No temporary positions may be filled without the written approval of the President.
8. Independent contractors may not be used to circumvent these restrictions and require the same approvals as are required for temporary positions.

For critical needs where a solution does not exist within the Vice President's area, the Vice President must discuss the need with the President.

Any exception to the above restrictions must have Presidential sign-off before HR can process the action.

From January 16, 2009, forward, HR cannot process any personnel actions for non-student positions without the specific authorization of the President. Only exception is for externally funded positions that are associated with grants or contracts. In these instances, ORA must approve all personnel expenditures prior to any advertising of positions and prior to HR entering any job assignments.

Research advertisements, hires and changes must be approved through ORA before HR can proceed.