

## Hiring Freeze Policy and Guidelines

### Policy:

Effective October 30, 2008, there is a hiring freeze for positions funded by E&G, A&S and Auxiliary funds, as follows:

Vacant positions including full and part-time.

- The position may not be advertised unless approved through the process outlined below. The hiring freeze exception will be reviewed by the Position Exception Committee.

Offers tendered prior to October 31, 2008, will be processed without requiring an exception. OPS funds and C&G positions are excluded from the hiring freeze.

### Exceptions:

Vice Presidents can petition for exceptions to the hiring freeze by submitting the completed Hiring Freeze Exception Request Form to Anne Blankenship. Requests will be considered by the Position Exception Committee consisting of Larry Abele, John Carnaghi, Liz Maryanski and Ralph Alvarez.

### Exception Process:

An exception to the hiring freeze will be considered

- for positions that are critical to:
  - campus and personal health and safety
  - compliance with federal, state and local laws and regulations
  - delivery of essential University services
  - courses necessary for timely graduation
  - the advancement of the academic mission
- for positions where the college will transfer 10% of current recurring budget into the university reserve.

A completed [Hiring Freeze Exception Request Form](#) outlining justification based on criteria for the exception must be submitted to the appropriate Vice President who will then determine whether to forward it to the Position Exception Committee. All criteria below must be outlined on the form in the appropriate field.

### Criteria

1. The specific reason for the exception, including the function of this position and the direct impact on core and essential business operations.
2. The negative impact on essential or critical business operations of suspending, delaying, or freezing the requested action.
3. The other methodologies and/or options that have been explored and exhausted to avoid the exception request.
4. How the job responsibilities of the position are currently being fulfilled.
5. The responsibilities that can be performed by other staff.
6. The funding sources that support the position and the proposed funding distribution.
7. The ability of the unit to respond to a 10% budget reduction while committing funds for the requested action.
8. The stage of the hiring process for the position requested (if applicable).

If you have any questions, please call Anne Blankenship at 850.644.1816