

## **FSU Office of Human Resources – October 31, 2008**

### **Hiring Freeze: Frequently Asked Questions**

#### **1. When will the hiring freeze be effective?**

The hiring freeze is effective immediately per President T.K. Wetherell's communication dated October 30, 2008.

#### **2. What positions are affected and what positions are not affected by the hiring freeze?**

All positions (Faculty and Staff) funded by Educational and General (E&G) and Auxiliaries are frozen. Positions funded by Contracts and Grants may continue to be filled in accordance with standard recruitment procedures.

#### **3. Are Work Study, Graduate Assistants (GA), and Other Personal Services (OPS) positions included in the hiring freeze?**

No. Work Study, GA's, and OPS are not included in the hiring freeze at this time.

#### **4. Why is there a hiring freeze?**

The hiring freeze is being implemented due to adverse impacts of the state's economy. The state's revenue collections continue to be below projections. The state reviewed lottery collections and reported that they are \$40 million below projections over the past 14 weeks. A significant portion (approximately \$31 million) of our budget is drawn from lottery funds. Accordingly, there seems to be a clear consensus that major reductions will occur later this year or early next year for both the 2008-09 and 2009-10 budgets.

#### **5. Does the hiring freeze include searches that are currently underway?**

Yes. Current searches in which an offer has not been extended are included. If an offer has been extended prior to Thursday, October 30, 2008, that commitment should be honored.

#### **6. Are there any exceptions to the hiring freeze?**

Emergency (critical) hires or exceptions must be approved in writing from the Office of the President.

#### **7. What will happen to positions that are currently being advertised?**

All existing job openings funded by E&G or Auxiliary funds (faculty and staff) currently being advertised will be removed from the Human Resources website as of midnight, Friday, October 31, 2008.

**8. If I get written permission from the President's Office to fill a position, can I post a job opening?**

Yes. Positions will be posted or re-posted upon written approval from the President's Office.

**9. What will I need to do to get approval from the President's Office to fill and/or post a position vacancy?**

The following steps must be taken for emergency (critical) hires and exceptions:

- A. The hiring manager must submit a written request for approval to the appropriate Vice President for their area.
- B. The Vice President should forward the request to Anne Blankenship, Assistant Vice President, Office of the Provost, who will provide that information to the Provost for review and approval by the President.
- C. Once approved for recruitment:
  - a. Staff vacancies will be posted internally (FSU employees only), allowing opportunities for existing FSU employees and those employees impacted by layoffs for alternative employment. If there are no qualified internal applicants then the posting will be posted internally and externally (external to the University).
  - b. Faculty vacancies will be advertised in accordance with the University's normal recruitment process.

**10. Once I obtain approval to advertise/fill a vacancy, whom do I contact in the Office of Human Resources?**

For staff positions, contact Drew Meehan, Assistant Director of Employment and Recruitment Services at 644-7701 or [dmeehan@admin.fsu.edu](mailto:dmeehan@admin.fsu.edu).

For faculty positions, contact Christine Conley, Assistant Director of Human Resources in the Office of the Dean of the Faculties at 644-3672 or [CConley@admin.fsu.edu](mailto:CConley@admin.fsu.edu).

## **Layoffs and Reductions in Work Force (RIF): Frequently Asked Questions**

### **11. Will there be layoffs and/or reductions in work force?**

It is likely that in the near future layoffs or other actions will be necessary.

### **12. What is a layoff?**

A layoff is the involuntary termination of an employee due to abolishment of the employee's position. Employees who are officially laid off have appeal or grievance rights. Employees will receive notice in accordance with the applicable employment type (USPS, A&P, or Faculty).

### **13. What is a Reduction in Work Force (RIF)?**

A reduction in work force is the elimination of an A&P or untenured Faculty position by the University exercising its option to cancel "without cause" the employee's Employment Contract. A&P and Faculty employees receive applicable notice pursuant to their Employment Contract. A&P and Faculty employees whose contracts are cancelled do not have layoff appeal or grievance rights.

### **14. Can I be laid off?**

Yes. Staff employees can be laid off if there is a business need to do so. Examples of business needs include but are not limited to: adverse financial circumstances; reallocation of resources; reorganization of programs or functions; curtailment or abolishment of programs or functions; shortage of work; or a material change of duties.

Faculty employees can be laid off as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment or abolition of one or more programs or functions.

### **15. How does the University determine who will be laid off?**

The University has strived to evaluate programs, general expenses, and vacant positions, then as a last resort, any positions that have incumbents that would result in a layoff or reduction in work force. It's noted that when a position is abolished, it may or may not result in a layoff or reduction in work force. In accordance with University policy, in the event of a layoff of USPS and A&P employees, a determination of which employees to retain and which employees to separate would be based on business needs and the qualifications of the employees in the department in which the layoff occurs.

For Faculty employees the University must follow the layoff process in accordance with the FSU-BOT and United Faculty of Florida Collective Bargaining Agreement and University Policy, which preclude tenured faculty members from being laid off if there are untenured faculty members in the layoff unit. Non-tenured faculty members with more than five years of service in the layoff unit will not be laid off before non-tenured faculty members with less than five years of service in the layoff unit.

**Additional questions regarding the layoff process should be directed to:**

For staff positions, contact Renisha Gibbs, Director of Human Resources at 644-8082 or [rgibbs@admin.fsu.edu](mailto:rgibbs@admin.fsu.edu).

For Faculty positions, contact Susannah Miller, Director of Faculty Relations at 645-1746 or [smiller@admin.fsu.edu](mailto:smiller@admin.fsu.edu).