

Requesting an Exception to the Hiring Freeze

Divisional Vice Presidents and the Provost must approve exceptions to the hiring freeze and changes in base salaries BEFORE hiring supervisors submit their requests to HR. Divisional Vice Presidents and the Provost should establish a specific approval process for their divisions and communicate the process to their hiring supervisors.

The decision to request an exception to the hiring freeze or increase in base salary should be made judiciously and only when critical University functions will be impacted if the position remains unfilled and all other options have been considered.

Before requesting an exception, please consider the following:

- CPA generally will not recommend approval of an exception to fill a position until the position has been vacant for at least three months.
- Can the position remain vacant for six months and then be reevaluated based on the circumstances at that time?
- What risk does the University face by not filling the position immediately?
- Requests for new FTEs will only be approved in rare situations during the hiring freeze.
- Requests for base pay salary actions for existing employees associated with long-term restructuring plans should wait until the hiring freeze is lifted. These requests will only be considered with evidence of overall salary savings associated with the restructuring plans.
- Temporary salary actions for existing employees associated with short-term restructuring may be a good alternative during the hiring freeze.
- Have all alternatives for coverage of the position's essential duties been considered?

Processes for Requesting an Exception to

- fill a vacant position,
- establish a new FTE position,
- increase the base salary for a current employee, and

- provide a temporary salary adjustment for a current employee.

Before submitting a request to Human Resources for any of the above actions, you (hiring supervisor) must receive approval from the divisional Vice President or Provost. Once you have approval to proceed, please complete the new form—Request for Exception—and attach any necessary documentation. Human Resources will then prepare the request for consideration by the Committee on Personnel Actions (CPA) and presentation to the President. **The President will make the final decision on ALL requests.**

Dual and Temporary Employment

Once you receive approval from your divisional Vice President or Provost, please follow the normal process—initiate an ePAF and submit any required documentation to Human Resources. These types of employment remain at the discretion of the Vice President or Provost and will not be reviewed by the CPA. The President will regularly review dual employment and temporary assignments.