

Effective April 1, 2020, Winthrop University will implement an immediate, temporary hiring freeze that covers certain vacant state-funded positions until further notice. The university's Committee on Personnel Actions and the President will oversee the freeze.

Requests to hire new Winthrop employees and requests to establish new state-funded positions will not be considered for approval unless specifically identified as an exception by the CPA/President. Positions affected by the hiring freeze include:

- Regular FTE staff (existing vacancies)
- Non-instructional academic employees (existing vacancies)
- New temporary hires (All temporary positions will be evaluated, including existing temporary employees for whom a new ePAF would be required on July 1, 2020.)

Positions that were approved for hire, but remain unfilled, prior to April 1, 2020, will be evaluated individually.

Rare exceptions may be granted for the purposes of compliance, or other required and essential personnel necessary to sustain the safety and security of the campus and to perform daily operations and services deemed to be essential to the critical mission of the university.

Special provisions apply to the following position types:

- Federal Work Study, student employees, and graduate assistants/associates/graduate student workers are not subject to the hiring freeze; however, no new funding allocations will be made to support student employment.
- Instructional full-time, part-time, and adjunct faculty hired to teach classes.
- Grant-funded positions may be filled, provided the funding source is not split-funded between grant and university funds. Split-funded grant hires will need to be approved as an exception by the CPA/President.
- Positions funded by revenue-generated funds must be approved as an exception by the CPA/President. Consideration will be given to the financial solvency of the revenue-generating program.

Frequently Asked Questions (FAQs)

Q: What is the status of the exceptions for requests to post/hire submitted prior to April 1, 2020?

A: Those that remain unfilled are being reviewed by the CPA/President. Supervisors will be notified of the status of these positions as soon as possible.

Q: What is the hiring process for positions exempt from the hiring freeze?

A: Supervisors and deans should follow normal hiring approval and posting processes to fill positions exempt from the hiring freeze.

Q. What is the process for requesting an exception to the hiring freeze for regular FTE positions?

A. For regular FTE positions, supervisors and deans, who wish to request an exception and ask for consideration to hire, should first obtain approval to request an exception through the chain of command to the divisional vice president. If the divisional vice president approves the request for exception, supervisors and deans should follow normal hiring approval and posting processes to fill positions.

Q. What is the process for requesting an exception to the hiring freeze for temporary positions?

A. While we understand part-time temporary hires may be a cost-savings measure; all non-instructional temporary hires will be reviewed by the CPA. Supervisors and deans should obtain approval from the divisional vice president (through the chain of command) PRIOR TO submitting a non-instructional temporary ePAF.

Q. Will the hiring freeze impact requests for salary actions for current employees?

A. It is likely that it will. Requests for salary actions will be reviewed on a case-by-case basis. Winthrop will not provide base pay salary increases based on performance, with the exception of those required by the Faculty Tenure and Promotion policy.

Q. Does this mean that salary adjustments based on the outcome of the classification and compensation study in consultation with Sibson will not be a possibility?

A. No. Winthrop intends to move forward with the implementation of the study outcomes as soon as possible after the university returns to normal operations.