

PERSONNEL ACTION FREEZE GUIDELINES

Frequently Asked Questions

January 26, 2009

When will the hiring freeze be effective?

The Personnel Action Freeze guidelines indicate that a hiring freeze is effective immediately.

Does that include searches that are currently underway?

No. Any search currently underway will be exempt from this process. If an offer has been extended and accepted, that commitment should be honored.

What positions are affected?

All faculty, staff, administration and non-student temporary positions are affected. Positions funded completely or partially from auxiliary funds are also affected by the freeze, and will require an exemption in order to recruit.

Does this apply to grants?

The hiring freeze does not apply to positions that are 100% funded by grants or contracts. If, however, a portion of the position is funded by other funds (E&G, auxiliary, RO), it MUST be approved through the exception process.

Will any exceptions to the freeze on personnel actions be considered?

Yes. Requests for exceptions should be submitted to the area Vice President or regional CEO. Upon VP/CEO review and approval (VP/CEO signature required), requested actions will be forwarded to the President for final determination.

How will I know if my exception has been approved?

Your area VP or regional CEO will notify you of the disposition of your request.

What types of requests might warrant consideration for exception?

Recruitment searches and personnel actions that would be deemed mission critical to our overall operations will be considered.

How long will this personnel action freeze be in effect?

The freeze will be in effect indefinitely and until further notice.

Who do I contact if I have questions?

Contact your VP/CEO or the Division of Human Resources.

Do you anticipate any layoffs?

It is, quite frankly, too early to respond to this. Unfortunately, the ongoing, tough economic conditions will undoubtedly warrant serious and significant measures that will ultimately affect our organization (both people and services). Current programs and services will continue to be closely evaluated.