January 18, 2011

Freeze Procedures for advertising, hires, promotions, increases to percent of assignment, pay increases, or reclassifications

Concept: Current head count is to be frozen or reduced. When vacancies occur, managers working with their respective Vice President must decide how to best proceed with completing necessary, required or critical tasks.

1. No vacancies may be advertised without approval from the President.*
2. Adjunct faculty may be hired only with the written approval of the Provost and the Budget Office.
3. No positions may be reallocated/reclassified to a higher level classification without prior authorization from the Vice President and approval from the President.
4. No changes to “special qualifications” can be made in the classified system without approval from Human Resources.
5. No promotions (except Academic Faculty as may be approved by the Provost, the President, and the BOT), increases to percent of assignment, or pay increases may be made without prior approval of the Vice President and President.
6. To the extent possible, critical positions and needs are to be filled from within as determined by the Vice President within whose area the position exists. Consideration across Vice Presidential areas is an option (classified position movement requires review and assistance from HR).
7. No temporary positions may be filled without the written approval of the President.*
8. Independent contractors may not be used to circumvent these restrictions and require the same approvals as are required for temporary positions.
9. No pay actions may be taken without first consulting with Human Resources. No commitment to an applicant or employee regarding salary may be made without prior approval of the Vice President and President in conjunction with Human Resources.

Any exception to the above restrictions must have Presidential approval before HR can process the action.

* Human Resources cannot process any personnel actions for non-student positions without the specific authorization of the President. The only exception to securing prior approval of the President is for advertising and hiring persons to positions that are funded solely by external or grant funds. However, the salary restriction in #9 above must be followed. In these instances, ORA must approve all new hire personnel expenditures prior to any advertising of positions and prior to HR entering any job assignments. This exception does not apply to pay actions of existing employees which require the approval of the President.

Research advertisements, hires, transfers, promotions, and other job assignment changes must be approved through ORA before HR can proceed.