Flexible Hiring Freeze
Frequently Asked Questions (FAQ)

Q1: What is a Flexible Hiring Freeze?
A: A “flexible” hiring freeze is distinct from a hard hiring freeze where no vacancies are filled. Our hiring freeze is flexible to allow us to fill critical vacancies. However, the expectation is that most vacancies will not be immediately filled.

Q2: What is the effective date of the flexible hiring freeze?
A: The effective date is August 28, 2014.

Q3: How long will the flexible hiring freeze be in effect?
A: The freeze will remain in effect as long as it continues to be a useful tool to bring our revenues and expenditures in alignment. We expect the freeze to remain in place for at least this fiscal year (FY15). There will be an announcement when the freeze is lifted.

Q4: How do I obtain approval to fill a vacancy?
A: Complete the Hiring Freeze Exception Request form and...
   - For unclassified positions (Administrators, IFO, MSUAA SF), upload the completed form with the NeoGov requisition.
   - For classified positions (AFSCME, Commissioner’s Plan, MAPE, MMA, Managerial Plan), attach the completed form to the Request to Hire Approval Form for Classified Employees.

Q5: Who will make the decision on whether or not a vacancy will be filled?
A: Exceptions will be reviewed and approved collectively by the university’s vice presidents.

Q6: What guiding principles will be followed in deciding whether to fill a vacancy?
A: While the flexible hiring freeze is in effect, it should be assumed that vacancies will not be filled unless approved through an exception process. We will consider the following guiding principles when determining which vacancies may be filled:
   - How directly does the position impact our core mission?
   - How does the position contribute to:
     o Enrollment growth, student persistence and/or student success?
     o Strategic cultivation of new programs?
     o Fundraising and revenue generation?
     o Ensuring compliance with applicable laws, policies, accreditation standards, and bargaining agreements?
     o Ensuring the health and safety of faculty, staff, and students?
   - What is the potential for significant disruption of an essential administrative/support function if the position is not filled?
   - What alternative solutions have been considered?
Q7: How long will it take for a decision to be made on my exception request?
A: The goal is to communicate a decision no more than one week from the time a fully completed request is received.

Q8: May I complete a search in progress at the time the flexible hiring freeze was implemented?
A: No, unless an offer was already extended to a candidate. Otherwise, you will need approval through the exception process to complete the search.

Q9: Which positions will be affected by the flexible hiring freeze?
A: The flexible hiring freeze will apply to all positions, regardless of funding source, except for those positions that are fully externally funded by contracts and grants. The freeze also does not include student employment or graduate assistantships at this time.

Q10: Does this freeze apply to the faculty vacancies?
A: Yes. The flexible hiring freeze applies to probationary, fixed-term (FTNP), and adjunct faculty positions.

Q11: If I already submitted a requisition in NeoGov (unclassified positions) or Request to Hire (classified positions), do I need to re-submit it?
A: No, however you will need to complete the Hiring Freeze Exception Request form and submit it to Human Resources. Human Resources will provide the request to the vice presidents for review and approval.

Q12: If I am in the process of making an offer, can I continue with the process?
A: Yes, as long as the offer was extended on or before August 28.

Q13: I am in the process of interviewing; can I still move forward with this hire?
A: No, you must first complete the Hiring Freeze Exception Request Form and submit it to Human Resources. Human Resources will provide the request to the vice presidents for review and approval.

Q14: My FY15 budget includes funding for a position but have not had the opportunity to post it yet. Do I still need to follow the new process?
A: Yes

Q15: If there was a failed search, can we repost a job without additional approval?
A: No. All affected vacancies must receive approval before starting a search or filling a position.

Q16: Can I fill (or post) a position that is 100% grant funded without going through the hiring freeze exception process?
A: Yes. Fully grant-funded positions are not subject to the flexible hiring freeze.

Q17: Can I post a position that is only partially funded by grants?
A: No. If the position is not fully funded by grants, you must follow the Hiring Freeze Exception Request process.

Q18: Can I hire a temporary, part-time, non-benefit eligible employee without going through the exception process?
A: No. These types of positions are subject to the flexible hiring freeze. You will need to obtain approval through the hiring freeze exception process.
Q19: May I fill a vacancy temporarily with another employee in a “work out of class” arrangement?  
A: No. You will need to obtain approval through the hiring freeze exception process.

Q20: Am I still able to reclassify/reallocate a position?  
A: Yes, as long as the position is currently filled. Human Resources will not process requests to classify new positions unless the request has been approved through the hiring freeze exception process.

Q21: Can I provide additional compensation for someone who has assumed additional responsibilities whether or not related to the flexible hiring freeze?  
A: We will continue to honor our obligations under applicable collective bargaining agreements to compensate employees who are assigned higher level duties, overload, etc. Consult with Human Resources to determine whether an employee is eligible for additional compensation.

Q22: Can we use student employees to cover the work from an unfilled position?  
A: No. While we value the contributions of our student workers, they may not assume the work that is normally assigned to a regular employee.