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To: Angie Hansen <youxx102@umn.edu>

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----- Forwarded Message -----

Subject:Hiring freeze updates
Date:Mon, 18 May 2020 21:27:23 -0500
From:David Pappone <pappone@umn.edu>
To:

Administrators:

As we discussed at the administrators meeting last week, central has stopped accepting any requests for exceptions to the hiring freeze until sometime in June. Attached is an OHR matrix with more detail. As you will see, certain hiring is still allowable and can be approved by the college. All hiring actions in CSE require approval of the Dean's Office, and you should initiate those requests with an email to Cathy Burke describing what you want to do (this is not a change). She will facilitate the process from there.

To clarify the faculty summer research appointment row in the matrix -- we are moving forward with faculty summer research appointments on sponsored projects and on any committed internal funding on which such appointments are appropriate.

Almost all salary increases and lump sums are also prohibited in FY21, even graduate assistants and student workers. For any increases that you think are worthy of an exception, contact Joy for staff and Mos for faculty.

Dave and Joy

P.S. The attached document is dated May 8, but it wasn't communicated until late last week.

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ExceptionsandOtherHRActions (7).5.12.20.final.pdf
172K

Hiring Freeze and Other HR Actions

As of May 8, 2020, no further hiring exceptions will be accepted. The President's Finance and Operations Work Group will review the hiring process and provide new guidance, which will be communicated in early June. Until then, the hiring freeze remains in place. Please review this chart for guidance.

<i>May 8, 2020</i>				
Hiring	Suspended Actions	Exclusions	Exception Authority	Process
Current and new postings	Suspended except as noted under exclusions	Those for which a formal exception form has been submitted and approved as of May 8, 2020, and all positions that are 100% grant or other external funding	No further exceptions	
COVID-19-related hiring for clinical, research, support in all employee classes	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate, most senior leader System campuses: Chancellor designee
Clinical care	No suspended action, may continue	Not applicable	Not applicable	Dean, dean delegate, most senior leader
Positions supporting health and safety	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate, most senior leader System campuses: Chancellor or designee
Temp and temp/casual	No suspended action, may continue			TC: Dean, dean delegate, review System campuses: Chancellor designee
SUMMER HIRING				
P&A teaching and research positions	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate, most senior leader System campuses: Chancellor designee
Summer hiring of postdocs, teaching assistants, graduate assistants, student workers	No suspended action, may continue	Not applicable	Not applicable	
Summer appointment of TTF or NTTF, research and instructional P&A to administrative positions	No suspended action, may continue	Not applicable	Not applicable	
Summer appointment of TTF or NTTF to teaching and research positions	Suspended except as noted under exclusions	Cost-neutral appointments of existing faculty may proceed. Others require approval by dean or dean delegate and Provost's Office.	TC: Dean, dean delegate, provost System campuses: Chancellor designee, provost	Submit hiring freeze exception form to ohrvp@umn.edu
FALL HIRING				
P&A teaching and research positions	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate, review System campuses: Chancellor designee
Reappointment of TT and NTT, fixed-term faculty, postdocs on continuing grants, teaching assistants, graduate assistants, and student workers with guaranteed aid	No suspended action, may continue	Not applicable	Not applicable	
New TTF and NTT, fixed-term faculty, graduate assistants, postdocs, and student workers	Suspension of offer extensions until after July 1, 2020	Offers may be extended after July 1, given approval by the relevant budget authority	TC: Dean, dean delegate, review System campuses: Chancellor designee. Tenured appointments do require the usual central approval process through the Provost's Office.	

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Other HR Activity	Suspended Actions	Exclusions	Exception Authority	Process
Retention offers	Suspended as of May 8, 2020, except as noted under exclusions	Approval of provost for academic positions; OHRVP for administrative positions	Provost, OHRVP	Contact respective office
In-range adjustments, spot awards, bonuses, incentives	Suspended as of May 8, 2020, except as noted under exclusions	Prior obligations under signed contract or agreement	Not applicable	
Augmentations	Suspended except as noted under exclusions	Fixed-dollar or fixed-percentage salary augments may continue to fill an existing position or key function. Salary augmentations fully funded by grants, with no O&M support, are permissible. Augments connected with prior hiring or retention offers are also permissible.	Not Applicable	
New verbal or written job offers with a starting salary of \$100,000 or greater , including exception requests already approved	Suspended except as noted under exclusions	With approval of provost, CFO, and OHRVP	Provost, CFO, OHRVP	Contact OHRVP
Temp agency staffing and independent contracting	Suspended except as noted under exclusions	New agreements/contracts and existing agreements/contracts with changes that increase costs require an exception. Existing contract renewals and extensions with no increased costs are permitted with unit leadership approval.	Chancellor, dean, or most senior leader in department, OHRVP, and Controller's Office	Submit hiring freeze exception form to ohrvp@umn.edu