

## Hiring Freeze Update

### PURPOSE

The purpose of the hiring freeze is twofold: to generate one-time savings from vacant positions and to develop ongoing practices of reexamining staffing needs from a University-wide perspective before filling vacancies.

### SCOPE

The University implemented a temporary hiring freeze, effective 2/2/2011, for all non-faculty positions over \$25,000, including a temporary freeze of classified position reviews/desk audits. The freeze was to be effective for the balance of FY11 and then reviewed for possible extension into FY12 based on the financial situation of the University at that time. Given the continuing uncertainty of state funding and the University's ongoing work to identify at least \$5 million in sustainable cost savings, the hiring freeze has been extended through FY12.

When the freeze was implemented, it did not apply to faculty positions because faculty vacancies were reviewed during the development of Academic Affairs hiring plans for FY11. For FY12, we will again use the process of developing college plans rather than the freeze to review faculty vacancies.

### EXEMPTIONS

When the hiring freeze was first implemented, the following two exceptions were made for hiring already in process:

- Classified positions for which candidate names were received, interviews conducted, or offers extended by 2/2/11
- Exempt positions in the interview or offer stage by 2/2/11.

All other non-faculty positions over \$25,000, regardless of the source of funding, are subject to the hiring freeze. Positions supporting a critical University function may be exempted from the freeze if there is not a viable alternative for supporting the function.

Please keep in mind that we will continue to be engaged in campus discussions of sustainable cost savings on a continuing basis, and part of that process will include more comprehensive staffing planning. This is not an elimination of the hiring freeze, and the Vice Presidents may choose to postpone most hiring decisions until that process is complete.

Requests for exemption should be discussed using the approval process that the hiring authority's unit typically follows; if the exemption is appropriate, the area Vice President should then forward it to the Director of Human Resources with the following information.

1. What function(s) does the position support?
2. Is the need to support the function(s) ongoing, temporary or cyclical?
3. Address any of the following that are relevant to the position:
  - Critical to the health, welfare, and safety of the campus
  - Part of a staffing requirement established through licensing, certification or accreditation
  - Would create a significant disruption of an essential University function
  - Failure to perform this service would create legal liability
  - Direct engagement in fundraising or revenue generation
4. How central is the function to the following University priorities?
  - Sustain UNC's ability to give students opportunity for transformative education at a research university
  - Cultivate academic programs with both high quality and potential to exemplify the teaching and learning community we want to be
  - Develop the heart of campus as a physical manifestation of the exemplary teaching and learning community we want to be
5. How does the position relate to other positions that support similar functions?
6. What collaborative alternatives have been explored with other units?

The Human Resources Director may request additional information and/or consult with the hiring authority, area Vice President and/or executive staff before making a decision. Any exemptions that are made will be shared with the executive staff.

### AUTHORITY

The President directed the Human Resources Office to implement the hiring freeze, effective 2/2/2011, and this update is effective 8/2/2011.