

Hiring Freeze and Other HR Actions

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The hiring freeze will continue until further notice with hiring exceptions accepted as noted. The President's Finance and Operations Work Group will provide new guidance when deemed appropriate to do so. Until then, the hiring freeze remains in place. Please review this chart for guidance.				
				July 22, 2020
Suspended Hiring	Suspended Actions	Exclusions	Exception Authority	Process
Current and new postings	Suspended except as noted under exclusions and in this document	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	
New tenure-system faculty	Suspended except as noted under exclusions	Exceptions requests will be accepted and reviewed for possible approval, on a case-by-case basis.	TC: Provost. System campuses: Chancellor designee. Tenured appointments still require the usual central approval process through the Provost's Office.	Submit hiring freeze exception form to ohrvp@umn.edu .
Permissible Hiring			Exception Authority	Process
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
P&A teaching and research positions	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate System campuses: Chancellor designee
Reappointment of TT and NTT, fixed-term faculty, and postdocs	No suspended action, may continue	Not applicable	Not applicable	
Non–tenure-track faculty	May continue but limited to one-year contract	Not applicable	Not applicable	TC: Dean, dean delegate System campuses: Chancellor designee
Teaching assistants, graduate assistants, postdocs, and student workers	No suspended action, may continue	Not applicable	Not applicable	TC: Dean, dean delegate System campuses: Chancellor designee

Other HR Activity	Suspended Actions	Exclusions	Exception Authority	Process
Retention offers	Suspended 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 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