

Hiring Freeze
Frequently Asked Questions
Effective date: July 10, 2007
Revised: 8/1/2007

When will the hiring freeze be effective?

The hiring freeze is effective as of July 10, 2007.

Does that include searches that are currently underway?

Yes. It includes all searches which have not yet resulted in an accepted offer. If an offer has been extended and accepted, that commitment should be honored.

What positions are affected?

Faculty and staff positions funded from an Educational and General (E&G) budget. Positions funded from auxiliary enterprise budgets, direct support organizations and contract and grant positions paid from continuing contracts and grants are exempted from the hiring freeze so long as the positions continue to be funded from non-state sources. Also, the freeze does not apply to OPS employees, graduate assistants, post doctoral associates, student assistants and federal work-study appointments.

Will any exemptions to the freeze be considered?

Yes. Requests for an exception should be directed to the appropriate dean or director and then to the vice president with budgetary responsibility for the personnel action in question. If both support the action, it should be forwarded to the Executive Vice President and Provost who will make the final decision. The exemption form can be found at http://hr.ucf.edu/web/forms/recruitment/Hiring_Freeze_Exemption_Form.pdf.

Will there be layoffs?

No layoffs are planned at this time.

Should exemption forms be submitted to Human Resources for approval? Where do I send the exemption form?

Hiring Freeze Exemption Forms are not submitted to HR for approval. They should be submitted via your chain of command through your budgetary VP to the Provost for approval. For those areas that report directly to the President, exemption forms should be submitted through your chain of command to the President.

Where do I get an exemption form?

The hiring freeze exemption form is available on the Human Resources website under Recruitment. The link is:

http://hr.ucf.edu/web/forms/recruitment/Hiring_Freeze_Exemption_Form.pdf.

Do I need an exemption to repost an E&G position?

Yes. An exemption form is required to post, repost or fill any E&G position that was not filled prior to announcement of the hiring freeze on July 10th.

Are visiting and interim appointments impacted by the hiring freeze?

Yes. An exemption must be approved to fill any vacant E&G position that will be filled through a visiting or interim appointment.

Will A&P visiting appointments be extended if an exemption is not approved to fill the position with a regular appointment?

No. A&P visiting appointments cannot be extended beyond the one year appointment.

Is an exemption form needed for a position reclassification?

No. At this time, an exemption form is not needed for reclassifications. An exemption form is needed to fill a vacant E&G position.

How will hiring officials be notified when an exemption is approved?

Academic Affairs will email the requestor when an exemption that was submitted to the Provost has been approved. The President's Office will email those requestors submitting exemption forms for the President's approval. Both offices will also notify Human Resources when an exemption is approved. Human Resources will upload the approved exemption form into the online requisition for A&P and USPS positions.

If an offer has been extended and accepted, do I need to submit an exemption form?

Yes. An exemption form is needed for any E&G position, even if an offer has been extended, if the hiring paperwork was not submitted to Human Resources or Academic Affairs by close of business on July 11th.

For further information, contact Martha Gedbaw (Recruitment Manager) at x31495.