A directive in 2008 from President Boren instituted a hiring freeze covering all three University of Oklahoma campuses. The following are revised guidelines for the Health Sciences Center (HSC), Tulsa campus, and other HSC operating locations.

Typically, personnel transactions for Faculty and Staff funded by State appropriations (OSF Fund Number 290) require an approved Freeze Exemption Form. Below are the guidelines to follow when completing the form.

1. **Staff** – The Freeze Exemption Form applies to new positions, reinstatement, reappointments, promotions, and reclassifications for full-time and part-time appointments funded by State appropriations. If filling a vacant position, please include the terminated employee’s name under “Transaction Type”. Temporary employees with an assignment expected to last more than 30 days require an approved Freeze Exemption.

Staff and Student Exceptions – Staff transactions not requiring a Freeze Exemption Form are salary increases only, career progressions listed in the salary plan, position downgrades or demotions. Student positions are exempt from the hiring freeze and do not require an approved Freeze Exemption Form.

The Freeze Exemption Form must be completed and approved by the manager initiating the action, department head, and dean/director. Completed forms must be sent to Human Resources or eCopy to Linda-LaFevers@ouhsc.edu. Human Resources will review the Freeze Forms and submit to the Vice President of Administration & Finance for final approval. Once the form is approved, Human Resources will eCopy an approved form to the department.

2. **College of Medicine** – requires a Freeze Exemption form on all personnel transactions regardless of the source of funding. The only exception is if a position is funded 100% from SPNSR (Sponsor/Grant) funds, a freeze form is not required.

Submit the Freeze Exemption form along with an attachment justifying the action to the Dean’s Office or eCopy to Lisa Thompson. If filling a vacant position, please include the terminated employee’s name under “Transaction Type”. If the personnel action is State funded, the Dean’s Office will forward to Human Resources for review, which is forwarded to Vice President of Administration & Finance for approval. Human Resources will eCopy the approved Exemption form to the department.

3. **Faculty** – The Freeze Exemption Form applies to new, vacant, or temporary faculty positions funded by State appropriations, OSF Fund Number 290. The Freeze Form must be completed and approved by the department head, dean, and the Office of the Provost for final approval.

The approved Freeze Form must be attached to the ePAF (Electronic Personnel Action Form) before routing for approvals. All personnel transactions are subject to standard University policies, operating procedures, and guidelines. All Staff positions, regardless of the source of funding, remain subject to the OUHSC Compensation Guidelines as well as relevant Staff Handbook policies.

Revised: December 1, 2017