University of Oklahoma Health Sciences Center
Hiring Freeze Guidelines

Effective September 1, 2018, requests for all non-clinical Staff positions, regardless of the source of funding, will require a fully completed Hiring Freeze Exemption Request form with an attached justification statement and organization chart for the action proposed. Fully completed means the Freeze form must be approved by Human Resources and Vice President for Administration and Finance. Please allow up to two weeks for review and determination. To identify clinical staff from non-clinical staff, refer to the 2018 Staff and Clinical Title List. The clinical staff grades are 40-56 and the non-clinical staff grades are 10-29.

The following are revised guidelines for the Health Sciences Center (HSC), Oklahoma City and Tulsa campuses, and other HSC operating locations. This policy and the following processes will require completion of a Hiring Freeze Exemption Request form as follows:

1. **Staff** – The Freeze Exemption Request form applies to new hires, new positions, reinstatement, reappointments, promotions, pay increases, position vacancies, and reclassifications for full-time and part-time non-clinical Staff positions. Staff transactions not requiring a Freeze Exemption Request form are position downgrades or demotions. Temporary employees with an assignment expected to last more than 30 days require an approved Freeze Exemption Request form as well as the Temporary Form.

2. **Student, Postdoc, and Resident Exceptions** – Student, post-doctoral, and resident positions are exempt from the hiring freeze and do not require an approved Exemption Request.

   The Freeze Exemption Request form must be completed and approved by the manager initiating the action, department head, and dean/director. Submit the completed Exemption Request form, justification statement, and organization chart for the proposed action to Human Resources or via eCopy to Linda-LaFevers@ouhsc.edu or Vernita-Woolfolk@ouhsc.edu. Human Resources will review the Request and justification statement and submit to the Vice President of Administration & Finance. Human Resources will eCopy the executed Request form to the department.

3. **Colleges** – Colleges that require the Dean’s approval on clinical and/or non-clinical personnel transactions, regardless of the source of funding, must receive from their departments a Freeze Exemption Request form. Submit the Exemption Request form including a justification statement and organization chart to the Dean’s Office or eCopy to your college’s human resources representative. If the personnel action is a non-clinical staff position or a clinical staff position paid by funds other than clinical, the Dean’s Office will forward the Exemption Request, justification, and organization chart to Human Resources for review, which in turn will forward to the Vice President of Administration & Finance for determination. Human Resources will eCopy the executed Exemption form to the department.

4. **Taleo Requisitions** – The fully executed Freeze Exemption Request form and justification for all clinical (regardless of the funding source) and non-clinical staff positions must be attached to the Taleo job requisition prior to posting or advertising. The Freeze Exemption Request, justification, and organization chart must be attached to the ePAF (Electronic Personnel Action Form).

5. **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.

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: November 1, 2018