

**University of Oklahoma Health Sciences Center**  
**Hiring Freeze Exemption Request Guidelines**  
**Revised March 1, 2019**

Effective September 1, 2018, a Hiring Freeze Exemption Request form will be required for all new hires, new positions, reinstatement, reappointments, promotions, pay increases, position vacancies, demotions, position downgrades, and reclassifications for all full-time and part-time ***clinical and non-clinical Staff positions, regardless of the source of funding.*** The fully executed Hiring Freeze Exemption Request form with an attached justification statement and organization chart for the proposed action must be approved by manager initiating the action, department head, and dean/director, Human Resources Compensation, and Chief Human Resources Officer. Departments will submit the completed Freeze Exemption Request form, justification statement, and organization chart for the proposed action to Human Resources via eCopy to [Adam-Harris@ouhsc.edu](mailto:Adam-Harris@ouhsc.edu), [Ryan-Hilliard@ouhsc.edu](mailto:Ryan-Hilliard@ouhsc.edu), or [Jeanne-Turpin@ouhsc.edu](mailto:Jeanne-Turpin@ouhsc.edu). 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** – Includes all full-time and part-time ***clinical and non-clinical Staff positions, regardless of the source of funding.*** The Hiring Freeze Exemption Request form for a job posting, which includes the justification statement and organization chart, will be reviewed by Human Resources. The Chief Human Resources Officer will receive for review and determination the Hiring Freeze Exemption Requests for clinical and non-clinical Staff funded by sources other than clinical. The clinical Staff funded by clinical funds will be reviewed by the Director, Compensation and Benefits. Human Resources will eCopy approved personnel transactions to the department. The Director, Compensation and Benefits, will contact the departments if a personnel transaction has been denied.

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. **Colleges** – Colleges that require the Dean's approval on clinical and/or non-clinical personnel transactions, regardless of the source of funding, will send a Hiring Freeze Exemption Request form including a justification statement and organization chart to the Dean's Office and/or eCopy to your college's human resources representative. The Hiring Freeze Exemption Request for ***clinical and/or non-clinical staff, regardless of the source of funding,*** will be sent to Human Resources for review.
3. **Student Assistants, Postdoctoral, and Resident Exceptions** – Student assistants, postdoctoral, and resident positions are exempt from the hiring freeze and do not require an approved Hiring Freeze Exemption Request.
4. **Taleo Requisitions** – The fully executed Hiring Freeze Exemption Request form and justification for all clinical or non-clinical staff positions, regardless of the funding source, must be attached to the Taleo job requisition prior to posting or advertising the position. Fully executed means the Hiring Freeze Exemption Request form is approved by either Director, Compensation and Benefits or Chief Human Resources Officer.

Once the proposed action is completed, the approved Hiring Freeze Exemption Request, justification, and organization chart must be attached to the ePAF (Electronic Personnel Action Form).

5. **Faculty** – The Hiring Freeze Exemption Form applies to new, vacant, or temporary faculty positions identified as funded by State appropriations, Office of State Finance (OSF) Fund Number 290. The Hiring

Freeze Form must be completed and approved by the department head, dean, and the Office of the Provost for final approval. Human Resources does not review Faculty Hiring Freeze Exemption forms.

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.

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