On August 11, 2008, a memo from President Boren instituted a hiring freeze covering all three OU campuses. Effective immediately, the OU Health Sciences Center (OUHSC), to include its OU-Tulsa operations and other operating locations, has revised its operating guidelines and procedures.

Freeze exemptions will no longer be required for personnel transactions except those funded by state appropriations (OSF fund number 290). Any personnel transaction that includes the use of state appropriated funds, OSF fund number 290, will continue to require an approved freeze exemption.

Please note that all personnel transactions remain subject to standard OU policies, operating procedures and guidelines. All staff positions, regardless of the source of funds, remain subject to OUHSC’s “Compensation Guidelines” as well as relevant OU Staff Handbook policies. Guidelines for personnel transactions that continue to be subject to the freeze exemption requirement are outlined below.

Freeze Exemption Guidelines (ONLY APPLIES TO STATE FUNDED PERSONNEL ACTIONS)

1. Faculty – The hiring freeze applies to new, vacant or temporary faculty budgeted positions funded by state appropriations, OSF fund number 290. The Senior Vice President and Provost may approve the freeze exemption requests for faculty positions.
2. Staff - The hiring freeze applies to new positions, reinstatement/re-appointments and all promotions/reclassifications; full-time, part-time, or temporary staff appointments funded by state appropriations. The Vice President for Administration and Finance reviews freeze exemption requests for staff positions.
3. Since personnel transactions that involve the use of state appropriated funds continue to be subject to the freeze exemption process, an ePAF (electronic Personnel Action Form) should not be submitted and will not be approved until a corresponding freeze exemption request has been approved.

Freeze Exemption Procedures (ONLY APPLIES TO STATE FUNDED PERSONNEL ACTIONS)

To request a freeze exemption, please continue to use the Freeze Exemption form located on the Human Resources web site (www.hr.ou.edu).

Faculty: A Freeze Exemption form must be reviewed and approved by the department head and dean, then sent to the Office of the Provost, LIB 221 or eCopy to Marcia Bennett.

Staff: A Freeze Exemption form must be completed and approved by the manager initiating the action, the department head, and dean. Completed forms should be sent to the Office of Human Resources (SCB 122) or eCopy to linda-LaFevers@ouhsc.edu. Human Resources will review completed Freeze Exemption forms on a weekly basis and submit them for review to the Vice President of Administration and Finance.
   • Standard staff career progressions listed in the salary plan do NOT require a Freeze Exemption form.
   • Position downgrades, demotions, or title changes with no change in salary do NOT require a Freeze Exemption form.

Other OUHSC Staff Personnel Actions

• A Freeze Exemption form will continue to be required, when state funding is used, to hire temporary employees in assignments expected to last more than 30 days.

• Student positions are exempt from the hiring freeze.