OU Norman Campus Hiring Freeze Procedures (09-24-12)

As announced in the August 11, 2008, memo from President Boren, a hiring freeze has been implemented that covers all three OU campuses. Below is some additional guidance on how the hiring freeze will be implemented on the Norman campus. Should you have questions about implementation of the hiring freeze, please contact Diana Biggerstaff in Human Resources at 325-3165.

Personnel actions initiated and approved, including offers that were tendered prior to August 11, 2008, will be processed without requiring a Freeze Exemption. All other personnel actions are subject to the hiring freeze guidelines outlined below.

Hiring Freeze Guidelines

1. Staff - The hiring freeze applies to new positions, reinstatement/reappointments and all promotions/reclassifications. It covers all full-time, part-time and temporary staff appointments, regardless of the sources of funds used to support the position.

2. Academic – The hiring freeze applies to faculty budgeted positions. The Provost may approve the freeze for positions:
   a. With instructor, or lecturer titles for critical instructional programs as long as the total amount being expended from the salary/wage pools does not exceed previous budgeted amounts available to each college.
   b. With researcher titles that will be funded 100% from sponsored program revenues.

3. Positions involving campus safety and delivery of essential university services, including auxiliary service units, may apply for exemptions to the hiring freeze.

4. Vacant positions may be filled after approval of an exemption request, but the maximum salary that can be offered is the salary paid the previous incumbent. Exceptions must be approved by the President.

5. No employment action or position posting will occur before an exemption request is approved.

Operating Guidelines – Norman Campus

Prior to initiating an action to list a position through PeopleAdmin or processing a personnel action through ePAF, an OU Freeze Exemption Form must be completed, approved by the manager initiating the action, the department head, dean, and VP/Provost, then sent to the Office of Human Resources (NEL 205 or send an electronic image to ohr@ou.edu). In the case of listing a tenure, tenure-track or renewable term line submit the Freeze Exemption Form, the Request for Permission to Recruit form, and normal hiring backup and forms at http://www.ou.edu/provost/pronew/content/recruit-dd.pdf.

The Freeze Exemption Request Form is located on the Human Resources web site (www.hr.ou.edu) and must be used to request an exemption for actions subject to the hiring freeze. Human Resources will assemble completed forms received and submit them on a weekly basis for review by the President. No actions may be taken until the Freeze Exemption Form has been approved by the President.

- Position downgrades, demotions, or title changes with no change in salary do not require a Freeze Exemption form.
- The completed form and any attachments must be received by 3pm on Friday for processing.
- Upon notification of a decision, HR will advise departments of the status of the exemption request and return the form to the originating department.

PeopleAdmin Process:

- Once an exemption has been approved, a position action or position listing may be initiated in PeopleAdmin.
- For position descriptions, the approved Freeze Exemption form must be attached in the “supplemental documentation” tab with the position action. If the approved form is not attached to the position description it will be returned to the hiring department.

Hiring Salary Guidelines

- Salaries offered to candidates for vacant positions may not exceed the salary of the previous incumbent, unless explained on a Freeze Exemption form and approved by the President.

Other Personnel Actions

- A Freeze Exemption Request Form must be submitted and approved prior to hiring temporary employees in assignments expected to last 30 days or more. A Freeze Exemption Form will also be required to extend a temporary assignment beyond 30 days.
- Student positions, including graduate assistants, will be exempt from the hiring freeze.