OU Norman Campus Hiring Freeze Procedures

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.

Hiring Freeze Guidelines

1. Staff - The hiring freeze applies to new positions, refilling vacant positions, reinstatement/reappointments, promotions/reclassifications with a change in salary, and returning Summer Off positions to a 12-month status. This includes full-time and part-time appointments. A Freeze Exemption Form is required when temporary staff appointments are expected to last 90 days or more and when a temporary assignment is extended beyond 90 days.

A Freeze Exemption Form is not required for:
   a. PEAK temporary staffing positions.
   b. Position downgrades, demotions, or title changes with no change in salary.
   c. Student positions, including graduate assistants.
   d. Staff positions in academic units funded 100% from sponsored program revenues.

2. Academic – The hiring freeze applies to regular faculty hires requested outside of the Regular Faculty Recruiting Application (RFRA) process and academic positions with central funding.

A Freeze Exemption Form is not required for:
   a. Regular faculty hires authorized through the Regular Faculty Recruiting Application (RFRA).
   b. Spousal/partner hires related to approved regular faculty searches, unless central funding is requested.
   c. Temporary and Renewable Term Instructor and Lecturer titles approved by the Provost, unless central funding is requested.
   d. Researcher titles funded 100% from sponsored program revenues.

3. An employment action or position posting will not be processed until the required hiring freeze exemption form is fully approved.

4. Positions involving campus safety and delivery of essential university services, including auxiliary service units, may request an exception to the hiring freeze process.

5. Staff positions vacated by the Special Voluntary Retirement Incentive (SVRI) may not be filled unless there is a critical need. Departments are required to disclose all SVRI-related information on each Hiring Freeze Exemption Form even if the position in question was not directly affected by the SVRI program. Any employee who accepted the Incentive Payment:
   a. Will not be eligible for reemployment in a benefits eligible position for 36 months after retirement.
   b. May return to work at the university in any part-time (.25 FTE or less), non-benefits eligible position 60 days after retirement. Earnings limitations will apply for OTRS participants and may apply to retirees who receive Social Security benefits.
   c. May not return to work at the university as an independent contractor or consultant for one year after retirement.

Operating Guidelines – Norman Campus

Before listing a position, initiating a personnel action, extending an offer, or starting work, the Hiring Freeze Exemption Form must be completed and fully approved by the President. Human Resources must receive freeze forms by 5pm on Thursdays for processing and Presidential review. Again, no actions may be taken until the President approves the Freeze Exemption Form.

Upon notification of the President’s decision, HR will advise departments of the status of the exemption request and return the form to the originating department.

Hiring Salary Guidelines:
Salaries offered to candidates may not exceed the approved salary on the Freeze Form. Exceeding the approved salary will require a new Freeze Form to be approved by the President.