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## *Hiring Freeze Exemption Review Process*

*(Effective November 18, 2019)*

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Human Resources intends to increase the speed of the review process from initial entry to approval for the Hiring Freeze Exemption Requests. The recommendation includes an initial review/approval, a secondary review if necessary subsequent to the initial review/approval, and a final decision as result of appeal of either of the first two review steps.

Departments are required to provide Human Resources the necessary justification and details to document the request.

### *Hiring Freeze Review Steps*

1. Submit Hiring Freeze Exemption Requests per the standard procedures per campus. Norman is an electronic process and HSC is hard copy process. Departments are to complete the appropriate submission forms and provide sufficient documentation to support the request.

Staff positions in Research (positions funded by external sponsored funds, start-up funds, funds derived from salary savings, or endowment funds) are exempt from review. A Hiring Freeze Exemption Request will route to Human Resources – Employment to post the job in Taleo ([www.jobs.ou.edu](http://www.jobs.ou.edu)).

Academic Counseling Professionals and Admissions/Recruitment Specialists (Norman titles) are also exempt if no additional central funding is required for the position. A Hiring Freeze Exemption Request will route to Human Resources – Compensation staff for final review and approval to document the job posting in Taleo ([www.jobs.ou.edu](http://www.jobs.ou.edu)).

2. Human Resources Compensation staff will review the request and make a recommendation to the Human Resources Associate Director to approve, deny, or request additional information. Human Resources – Compensation staff will review requests as submitted with a goal of a three-business day review and decision returned to the department. The Associate Director will obtain Chief Human Resources Officer signature approval as required below.

Human Resources will apply a standard of appropriate title, pay grade, rate of pay, and staffing requirements to the business units under current guidelines.

Human Resources assumes departments have the budgetary authority and assets to fund the request. However, Human Resources will consult with the respective campus Budget

Office, Provost, Administration and Finance, etc. as necessary, as part of the review process.

Current Compensation guidelines dated March 1, 2019 for promotion, counter-offer, retention, and market-based equity pay increases are:

- a. If an individual is above the market comparison ratio, (midpoint rate and term compa-ratio for short), as determined by Human Resources, increases cannot exceed 5% without the Chief Human Resources Officer approval and the approval of the relevant executive officer responsible for such employee.
  - b. If an individual is below the market comparison ratio, (midpoint rate and term compa-ratio for short), as determined by Human Resources, increases cannot exceed 15% without the Chief Human Resources Officer approval and the approval of the relevant executive officer responsible for such employee.
3. Hiring Freeze Exemption Requests Review Committee will review requests as determined by the Associate Director. Human Resources will notify the department if a request is routed to the Review Committee. Typically, these requests may involve more complex funding or staffing issues as identified in the departmental submission. The Review Committees meet weekly, currently Friday, Health Sciences Center campus and Monday, Norman campus. Human Resources will notify departments of the Committees' determinations within one-business day.
4. Departments may appeal determinations of the Associate Director to the Review Committee. Departments may appeal determinations of the Review Committees to the Chief Human Resources Officer. The determination of the Chief Human Resources Officer is final.