



January 25, 2008

To: Vice Presidents and Deans

From: Dr. Shirley Willihnganz
Dr. Larry Cook

RE: Budgetary Hiring Freeze Process

A hiring freeze has been implemented to address the state mandated 3.0% budget cut. The freeze affects all positions not formally approved for hire by Human Resources or Faculty Personnel on or before December 28, 2007 (approval must be documented in the PeopleSoft system). Exceptions to the freeze may be granted by formal approval by either the Provost or the Executive Vice President for Health Affairs.

The following guidelines will be used during this freeze:

- The approval to hire must be granted by the Provost or the Executive Vice President for Health Affairs and received by HR or Faculty Personnel prior to posting and filling a vacant or new position.
 - Exception: HR's approval to extend an offer on or before December 28, 2007 will be considered approved by HR and no approval by the Provost or Executive Vice President for Health Affairs will be necessary in these cases (approval must be documented in the PeopleSoft system).
- The hiring freeze will apply to all University of Louisville staff and faculty positions regardless of funding source or affiliated corporation (Research Foundation and Athletic Association).
- Positions currently posted are subject to the same exception approval process.
- Positions that retain a regular pool of candidates (custodial, police officers) will continue to be posted but will require the same exception approval process before being filled.
- Temporary workers, student workers, graduate assistants, work-study positions, and part-time lecturers are exempt from the hiring freeze.
- In-range adjustments, promotions, reclassifications, x-pays and supplemental pays, and other internal personnel actions are exempt from the hiring freeze.

The exception approval process requires the completion of the Exception Approval Form (attached to the e-mail). The Exception Approval Form shall be submitted as an e-mail attachment to Dr. Willihnganz or Dr. Cook for review. Approved exceptions will be returned electronically via email. This letter and approval form is available online at the UofL Human Resources web site <http://louisville.edu/hr/>.

If the request is approved for Belknap, Shelby or central administrative positions, Dr. Willihnganz will notify the units and Human Resources or Faculty Personnel via email. If the request is approved for Health Sciences Center positions, Dr. Cook or Terry Gossom will notify the units and Human Resources or Faculty Personnel via email. The e-mail from the respective approver with the form attached will serve as the “signature.” Denied requests also will be returned electronically to the appropriate vice president or dean.

Questions regarding the form should be directed to Angela Givan in Human Resources at angela.givan@louisville.edu or 852-6537. Questions regarding approvals should be directed to the appropriate dean or vice president.

cc: Dr. James Ramsey, President
Unit Business Managers
Dr. David Howarth, Associate Provost
Human Resources
Faculty Personnel