



# Hiring Freeze Guidelines

July 17, 2017

On June 7, 2017 an immediate, temporary general-funds hiring freeze was implemented for faculty and staff positions. The freeze covers all vacant general-fund positions through October 1, 2017. The university Budget Advisory Committee (BAC), the CFO and the provost oversee the freeze.

- Existing vacant positions (turnovers) and new general-fund positions are frozen unless specifically approved by the provost. To facilitate tracking and management of general-funds positions, exceptions must be submitted through the 'Authorization to Hire' (ATH) <https://louisville.edu/president/request-for-approval-to-recruit-hire-staff> process, except as noted below. An ATH approval enables release of positions for hiring, classification and compensation review. *Email requests for exceptions* will be rejected.

Rare exceptions may be granted to hire general-fund positions for compliance or other required and essential personnel necessary to sustain the safety/security, daily operations and services of the university. Special provisions also apply to these positions:

- Federal Work Study, Student Assistant, Graduate Assistant positions, regardless of funding source, and Fall 2017 Part-time Lecturers hired to lines previously established in the course schedule are *not* subject to the hiring freeze and do not require an ATH form. Procedures for hiring Spring 2018 PTLs will be announced in November.
- Non-general fund positions—including those funded entirely by sponsored programs or research grants—are *not* subject to BAC review but do require an ATH form submission in order to track turnovers and other attrition exceptions. Split funded Sponsored Programs/Research positions (Sponsored Programs/Research & another fund source) also require an ATH submission and will be subject to the hiring freeze if general funds are requested as a funding source. Split funded positions must use a non-general funds source for co-funding.

Upon receipt of an ATH approval, Position Management will unfreeze the position, HR Compensation will complete a position compensation and classification review, as appropriate. The department must then complete the Job Opening panel in PeopleSoft® to post and advertise a position.

Position Funding Source	Chart Field Type	Does the ATH Form Need to be Completed to Initiate Hiring Process?	Does the ATH Form Require BAC Approval?
General Funds	0XXXX, 1XXXX, 3XXXX, 4XXXX, SXXXX, X0XXX, 5XXXX	Yes	Yes
U of L Foundation	UXXXX	Yes	No
Cardiovascular Institute	VXXXX	Yes	No
Metropolitan College	Y0XXX	Yes	No
Endowments	EXXXX	Yes	No
Gifts	GXXXX	Yes	No
Athletics	AXXXX	Yes	No



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Clinics	CXXXX	Yes	No
Academic Support Programs	PXXXX	Yes	No
Hospitals	HXXXX	Yes	No
Residual Funds, Sponsored Funds	DXXXX	Yes	No
Agency Funds	Y1XXX	Yes	No
Dental Faculty Practice Plans	Y2XXX	Yes	No
Other Programs	ZXXXX	Yes	No
Faculty Start-Up Funds	F1XXX	Yes	No
Facilities Enhancement	FXXXX	Yes	No
Research Scholars	X3XXX	Yes	No
Sponsored Programs	GBXXXXXX, GNXXXXXX, CBXXXXXX, CNXXXXXX, EBXXXXXX, ENXXXXXX, EPXXXXXX, INXXXXXX, IBXXXXXX, IPXXXXXX, CSXXXXXX, CPXXXXXX, GPXXXXXX	Yes	No
Research Incentive Funds	RXXXX	Yes	No

### Frequently Asked Questions (FAQs)

- Q. What is the status of the exceptions for hire submitted between June 7 and July 1, 2017?  
**A: The provost is reviewing these positions under emergency provisions announced early in the freeze.**
- Q: What is the hiring process for positions exempt from the hiring freeze?  
**A: See attached workflow.**
- Q. What is the hiring process for positions that are subject to the hiring freeze?  
**A. See attached workflow.**
- Q. Are temporary employees outside the freeze?  
**A. General-funds temporary positions may be hired to turnover lines ONLY if the line itself has been submitted and approved through the ATH process. Non-general fund positions temporary hires must be docketed in ATH but do not require BAC review.**
- Q: How are exceptions to fill vacant lines made? Where is the ATH form?  
**A: The ATH form is located on the President’s website at <https://louisville.edu/president/request-for-approval-to-recruit-hire-staff>.**



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Q. How long after an ATH approval before the approved position will be posted?

A.

- **An existing vacant position that has been unfrozen in Position Management and submitted as a Job Opening through PeopleSoft® will be processed in 24-48 business hours by the Employment team in Human Resources.** *Positions are posted each Thursday and are visible to the public on Fridays. Any Job Opening requests received after the close of business on Wednesdays will be posted the following Friday.*
- **A newly created position requires classification and compensation review by the Compensation team in Human Resources. This process takes up to five business days to complete. Once the recommendation has been received and accepted by the department and the Job Opening request has been submitted to the Employment team, the request will be processed in 24-48 business hours.** *Positions are posted each Thursday and are subsequently visible to the public on Fridays. Any Job Opening requests received after the close of business on Wednesdays will be posted the following Friday.*

Q. Can the funding source for a position be changed from non-general funds to general-funds once the position is docketed in ATH?

A. **No, unless the change is reviewed and approved by the Budget Office. Position funding changes are made through the Personnel Action Request (PAR) in PeopleSoft® HR.**

Q. If a position is ATH approved, are the projected salary and title also approved?

A. **No. Position salaries and classification are still subject to HR review and approval. Therefore, the HR salary and/or classification may differ from the ATH submission.**

Q. Will X-pays be impacted by the hiring freeze? If so, how?

A. **The Budget Office is currently reviewing the financial impact of X-pays. Information and guidance to follow.**

Q. Will the hiring freeze impact reclassifications and in-range adjustments? If so, how?

A. **There is a possibility that reclassifications and in-range adjustments will be impacted by the hiring freeze in the future.**