

USF SP GUIDELINES FOR HANDLING ALL PERSONNEL ACTION
DURING THE BUDGET REDUCTION

SUPPLEMENT TO THE 1/26/09 USF PERSONNEL ACTION FREEZE GUIDELINES

Effective Immediately

Statement of Purpose

In order to meet budgetary cutbacks required by statewide revenue shortfalls, effective immediately (January 23, 2009) and until further notice, the University will begin implementation of a university-wide personnel hiring freeze. With the exception of searches or other personnel actions that were initiated/approved on or before January 23, 2009 all personnel actions that have a cost associated with their implementation will be suspended, delayed or frozen until further notice.

Guidelines

Specifically, this initiative will apply to personnel in **ALL** pay plans (faculty, staff, administration, and temporary (formerly OPS) nonstudent with the exception of the following:

1. those who are funded 100% from extramural contracts and/or grants (C&G);
2. Temporary student (formerly student OPS);
3. FWSP appointments

Searches for Open Positions: Colleges and other hiring units are urged to complete searches in progress as quickly as possible without compromising quality. Proposed new searches will be evaluated for exception on the basis of the following criteria:

- Strategic Plan: does this position contribute directly to the university's strategic goals?
- Demand: is the position supported by data indicating undergraduate or graduate student demand (provide data on SCH/faculty member in the hiring unit [department or program], College, and other services).
- Quality/Viability: is the hiring unit of high quality and sustainable (provide evidence such as numbers of students/majors served, faculty research productivity, etc.)?
- Workload: have existing staff and administration positions been evaluated for workload redistribution of the vacant position?

Personnel actions that are suspended, delayed, or frozen include:

1. Posting and advertising of vacant positions except as noted above (including Temporary);
2. Appointments of new or current employees to vacant positions (including Temporary);
Increases in FTE to existing employees;
3. Changing appointments of temporary employees to regular;

4. Extensions of temporary appointments, including emergency, visiting, acting;
5. Pay for performance, bonus and/or meritorious service salary increases;
6. Classification actions that do not result directly from workforce reductions or consolidation of areas, responsibilities and/or duties.

Any exceptions **must** be submitted in writing to the appropriate Regional Vice Chancellor (RVC). If the action is then approved by the Regional Chancellor, it will be submitted to the President for final approval. Only those that have received official and final approval will be processed through Human Resources.

Any requests for exception must include the following:

1. Specific reason for the exception, including the direct impact on core and essential business operations;
2. Show how suspending, delaying, or freezing requested action would negatively impact on essential or critical business operations;
3. Show that other methodologies and/or options have been explored and exhausted including vacating currently filled positions to fund the proposed hire.

All other salary actions (promotions, additional/higher level duties, special pay increases including stipends) for all personnel including contract and grant employees, must be approved by the respective RVC and Regional Chancellor.