

USFSP GUIDELINES FOR PERSONNEL ACTIONS:  
SUPPLEMENT TO THE 1/26/09 USF PERSONNEL ACTION FREEZE GUIDELINES

FREQUENTLY ASKED QUESTIONS  
January 2009

*When will the hiring freeze be effective?*

The Personnel Action Freeze guidelines indicate that a hire freeze is effective immediately.

*Does that include searches that are currently underway?*

Yes. Any search currently underway will need approval prior to making a hiring offer. If the search has progressed to where the offer has been extended and accepted, that commitment should be honored.

*What positions are affected?*

All faculty, staff, administration and non-student temporary positions are affected. Positions funded completely or partially from auxiliary funds are also affected by the freeze, and will require an exemption in order to recruit.

*Does this apply to grants?*

The hiring freeze does not apply to positions that are 100% funded by grants or contracts. If, however, a portion of the position is funded by other funds (E&G, auxiliary, RO), it MUST be approved through the exception process.

*Will any exceptions to the freeze on personnel actions be considered?*

Yes. Requests for exceptions should be submitted to the appropriate Regional Vice Chancellor (RVC). Upon RVC review and approval (signature required), requested actions will be forwarded to the Budget Director for budget review with the Regional Vice Chancellor for Administrative and Financial Services, and then submitted to the Chancellor for consideration. If approved, the request will be forwarded to the President for final determination.

*How will I know if my exception has been approved?*

The Budget Director will notify you of the disposition of your request.

*What types of requests might warrant consideration for exception?*

Recruitment searches and personnel actions that would be deemed mission critical to our overall operations will be considered.

*How long will this personnel action freeze be in effect?*

The freeze will be in effective indefinitely and until further notice.

*Who do I contact if I have questions?*

Contact the Budget Director (Julie Jakway, 3-4980) or the Office of Human Resources (Sandi Conway, 3-4775).

*Do you anticipate layoffs?*

It is, quite frankly, too early to respond to this. Unfortunately, the ongoing, tough economic conditions will undoubtedly warrant serious and significant measures that will ultimately affect our organization (both people and services). Current programs and services will continue to be closely evaluated.