Hiring Freeze Guidelines

General
The following guidelines are provided in response to Governor Abbott’s implementation of a hiring freeze effective from noon on January 31, 2017 through the end of the fiscal year, August 31, 2017.

- Budgeted or wage positions paid all or in part from appropriated funds are subject to this hiring freeze.
- Budgeted or wage positions paid entirely from non-appropriated funds (account number does not begin with “1”) are not subject to this hiring freeze.

All budgeted positions will continue to be submitted for posting in GreatJobs per current procedures. For all NOVs submitted, provide account numbers for funding sources associated with existing accounts or an award number for new contracts and grants in the “Comments to HR” section.

Disposition of Positions Currently Posted
- Offers extended, in writing, on or before noon on January 31, 2017 require no further approval.
- Positions NOT subject to hiring freeze require no further approval.
- Positions subject to the hiring freeze:
  1. If the start date is on or after September 1, 2017, contact AgriLife HR to add a statement indicating such in the “Comments to Applicants” and proceed with the selection process.
  2. Put all other NOVs on hold or cancel by Friday, February 24.
     a. Waivers for positions critical to the core mission are being submitted centrally\(^1\). If the waiver is approved, reopen the NOV and proceed with the selection process.
     b. For all other positions, cancel the NOV.

Requests to Fill Vacant Positions Not Already Posted
- Positions NOT subject to the hiring freeze may be posted.
  o In the “Comments to Applicants” section of the NOV, add this statement: “This position is funded by non-appropriated sources and has been approved for posting. Continued employment in this position is contingent upon availability of funds.”
- Positions subject to the hiring freeze with a start date of September 1, 2017 or later may be posted.
  o In the “Comments to Applicants” section of the NOV, add this statement: “The start date for this position is September 1, 2017 or later.”
- Positions subject to the hiring freeze for which a waiver has been approved may be posted.
- All other positions subject to the hiring freeze may not be posted until further notice.

Impact on other Classification & Compensation Actions
The process to request new positions, title changes, reclassifications, and other pay changes remains unchanged.

Questions
Questions may be addressed to Jennifer Hobbs (JMHobbs@ag.tamu.edu) Chief Human Resources Officer. FAQ’s may also be viewed at http://agrilifeas.tamu.edu/documents/hiring-freeze-faqs.pdf

\(^{1}\) Information on requesting a waiver is available in the Hiring Freeze FAQs.