



## 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 NOV's 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 NOV's on hold or cancel by Friday, February 24.
    - a. Waivers for positions critical to the core mission are being submitted centrally<sup>1</sup>. 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.
  - 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.
  - 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>

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<sup>1</sup> Information on requesting a waiver is available in the Hiring Freeze FAQs.