



HIRING FREEZE – FREQUENTLY ASKED QUESTIONS

Why is there a hiring freeze?

Governor Abbott instituted a hiring freeze from noon January 31, 2017 through the end of the fiscal year, August 31, 2017 for agencies under the direction of the Governor as well as higher education. For additional information, see the article at <https://www.texastribune.org/2017/01/31/texas-gov-abbott-freezes-hiring-state-agencies/>

When does the hiring freeze go into effect?

The hiring freeze went into effect at noon on January 31, 2017.

When does the hiring freeze end?

The hiring freeze is in effect until August 31, 2017.

Does the hiring freeze apply to all positions?

The hiring freeze applies to positions (budgeted or wage) that are

- (1) paid all or in part from appropriated funds, and
- (2) have a start date prior to September 1, 2017.

Are there any exceptions for positions that are paid from appropriated funds and have a start date before September 1, 2017?

- Waivers for positions critical to the core mission or that have a direct impact on public safety will be submitted centrally. Waivers should not be requested for administrative positions. To request a waiver, unit heads should submit a memo through AgriLife HR to the Agency Director with the following information as required by the Governor's office:
 - Job Title and Job Classification.
 - Anticipated salary or salary range.
 - If funds other than general revenue are to be used for the position, a complete description of the method of finance.
 - If applicable, a justification as to how the position directly impacts public safety.
 - An explanation of why hiring for the position prior to September 1, 2017 is essential to maintaining the core functions of your agency.
 - A description of the cost savings, preferably to general revenue, that you will commit to achieving in order to offset all or part of the cost of the requested position.

Can we post NOV's?

- NOV's can be posted under the following scenarios:
 - Position is paid entirely from non-appropriated sources
 - Position is paid from appropriated sources but has a start date on or after September 1, 2017
 - Position is paid from appropriated sources but has an approved waiver.



FOR POSITIONS SUBJECT TO THE HIRING FREEZE (paid all or in part from appropriated sources)

What if we have issued an offer letter?

Offers extended on or before noon on January 31, 2017 will be honored and no further approval is required.

What do we do if a position is posted but not yet offered in writing?

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.

For all other positions, cancel the NOV.

Can we transfer employees within the agency?

Yes, this is an internal transfer, not a new hire.

Can we transfer employees from within the System but outside the agency?

This would be a new hire to the agency and hiring freeze restrictions would apply.

Who can I contact with questions?

AgriLife Human Resources: (979) 845-2423