

Hiring Freeze Guidelines

General

The following guidelines are provided in response to Chancellor Sharp's implementation of a hiring freeze effective March 25, 2020.

- ❖ Budgeted or temp/casual positions paid all or in part from appropriated funds **are** subject to this hiring freeze.
- ❖ Budgeted or temp/casual positions paid entirely from non-appropriated funds (*account number does not begin with "1"*) **are not** subject to this hiring freeze.

Disposition of Requisitions Currently Posted

- Offers extended, in writing, on or before March 24, 2020 require no further approval.
- Offers submitted for requisitions currently posted will be reviewed by the Recruiting Partner (HR) to
 - Ensure position is not subject to hiring freeze due to funding source, or
 - Approval has been obtained.

Requests to Post New Requisitions

- Requisitions for positions NOT subject to the hiring freeze may be posted.
 - In the "Comments" section of the requisition, add this statement: *"This position is funded by non-appropriated sources. Continued employment in this position is contingent upon availability of funds."*
- Requisitions for positions subject to the hiring freeze may be posted only after approval has been obtained.
 - In the "Comments" section of the requisition, add text indicating when and by whom the approval was received or copy text from the approval email.

Approval to Post New Requisition or Fill Requisition Currently Posted

College of Agriculture and Life Sciences (02): <https://employees.tamu.edu/managers/hiring-authorization/>

AgriLife Research (06) & Extension (07):

Requests for approval to fill positions that are essential to the organization and its mission will be submitted centrally. Requests should be submitted by the unit head through AgriLife HR (AgriLifeHR@ag.tamu.edu) to the Agency Director with the following information:

- Job Profile (Title)
- Anticipated salary or salary range
- Source of funds
- An explanation of why hiring for the position at this time is essential to the organization and its mission.
- For new requisitions: Proposed timeline for the search
- For requisitions currently posted: Information on the progress of the search, i.e. finished interviews, negotiating with finalist.

AgriLife Research: AgriLife HR will forward requests to the Associate Directors of AgriLife Research (Drs. Ragsdale and Parker) after confirming the source of the funding. The Director's office will review the requests and ask any clarifying questions as it relates to the position and its importance. Drs. Stover or Ballabina will provide a final decision and AgriLife HR inform the unit.

AgriLife Extension: AgriLife HR will forward requests to the Executive Associate Director of AgriLife Extension (Dr. Burkham) after confirming the source of the funding. Drs. Burkham and Hyde will review the requests and ask any clarifying questions as it relates to the position and its importance. Drs. Stover or Ballabina will provide a final decision and AgriLife HR inform the unit.

Impact on other Classification & Compensation Actions

The process to request reclassifications and other pay changes remains unchanged.

Questions: May be addressed to Jennifer Hobbs (JMHobbs@ag.tamu.edu) Chief Human Resources Officer.