



HIRING FREEZE
EXCEPTION REQUEST FORM

If a position is determined by the Vice President to have met all criteria for the Hiring Freeze Exemption, the Hiring Freeze Exception Request Form must be completed with supporting documentation with data and submitted to Human Resources (HR) to start the process.

POSITION NUMBER: _____ POSITION TITLE: _____

DEPARTMENT: _____

REQUESTOR (HIRING MANAGER): _____ DATE: _____

POSITION INFORMATION: Vacated By: _____ Current Salary: _____

This Position is: New Replacement Lateral _____

Cost Center: ____ - _____ - _____ Funding Percentage _____%

 _____ - _____ - _____ Funding Percentage _____%

Is this Position Grant-Funded: Yes No

Salary Schedule Range: _____

Position Classification: Faculty Career Service ____ Administrative & Professional

REASON FOR EXCEPTION (must include written documentation for each one).

_____ Reinforce the College’s mission and priorities approved by the Board of Trustees

_____ Advance the health and safety of students and employees

_____ Generate revenue or net surplus

_____ Address urgent operational support that cannot be otherwise accomplished

CRITERIA/RATIONALE FOR EXCEPTION REQUEST: Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations:

Explain the negative impact on essential or critical business operations of suspending, delaying or freezing the position:



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Explain other options or methodologies and/or options that have been explored and exhausted to avoid the exception request:

Explain how the job responsibilities are currently being fulfilled and whether the responsibilities can be performed by other staff

Vice President approves the submission of the exemption request with supporting documentation.

VP signs off on Hiring Freeze Exception Packet _____
VP submit entire packet to HR _____ VP Signature _____ Date _____

Human Resources confirms position job description/vacancy announcement/salary

HR confirms job description/salary _____
HR forwards entire packet to Budget _____ HR Signature _____ Date _____

Budget and Finance Approval reviews position number of budget availability.

Budget Officer validates position/Budget _____
Packet is forwarded to Presidents Office _____ Budget Officer Signature _____ Date _____
Budget Amount _____

President's Office Approval reviews packet and confirms with VP for a decision.

Hiring Freeze Exception Request for above position is Approved Not Approved More Info.
President's Signature: _____ Date approved: _____