



TO: Administrators, Faculty and Staff

FROM: Lawrence Schovanec
President

DATE: February 8, 2017

SUBJECT: Hiring Freeze Implementation

As stated in the communication to campus last week, Texas Tech University will comply with the State's hiring freeze for positions paid from legislative appropriations in FY 2017. Per Governor Abbott's directive, there is an immediate hiring freeze through the end of the fiscal year.

Exempted from this directive are:

- Positions in which a bona fide offer has been extended to a candidate as of January 31, 2017. Colleges and Departments may move forward with these hires.
- Positions not paid through funds appropriated by the legislature; however, after January 31, 2017, all vacant and new positions other than those funded on Grant (fund 21, 22, 23) and Auxiliary (31) will be required to go through our internal Hiring Review Committee for approval to proceed.
- Positions that have a direct impact on public safety. This is defined to include Commissioned Campus Police Officers and Campus Public Safety Officers.

Included with this Memorandum is a FAQ to assist in answering some common questions related to implementing the hiring freeze directive. Any waivers from this directive must be obtained on a case-by-case basis in order to ensure we minimize the impact of the freeze and support our core academic mission. We will continue to seek clarification or submit the waiver process for student workers, including graduate teaching assistant and graduate research assistant positions, and new summer school appointments. Additional information will be provided as we are notified.

I appreciate your understanding and attention to this matter. Please direct any inquiries to the Hiring Review Committee at hrc@ttu.edu.

FREQUENTLY ASKED QUESTIONS

1. Will we be required to reduce the number of our positions?

With the potential of budget reductions in the 85th Legislative Session (FY2018 and FY2019), we encourage Deans and Vice Presidents to develop a process to evaluate and prioritize vacant positions in their division regardless of funding source before submitting requests to the Hiring Review Committee. Although non-state funding sources may be used to recruit high priority positions, as approved by the Hiring Review Committee, it is the intent that the overall recruitment of positions will be reduced.

2. What about positions that are open for recruitment?

All positions that were in process as of January 31, 2017 are subject to the Hiring Freeze. If an offer was extended prior to the Hiring Freeze announcement, continue with finalizing the recruitment using the originally intended funding source.

Positions that were in the HR system funded on state funds (fund 11, 12, 14) will be reviewed by the Hiring Review Committee. If the position is approved to proceed, you will be notified of such by the Hiring Review Committee and the Budget Office will work with your area to identify an alternative funding source. No additional documentation needs to be submitted on these positions.

Positions that were in the HR system funded on all other fund sources are within the discretion of the respective Dean or Vice President to determine if the position is still critical taking into consideration potential budget constraints.

3. What will happen with the state funding on vacant positions?

The Budget Office will transfer all state funding for current vacant positions and those that become vacant before August 31, 2017 from current FOPs to central FOPs.

4. What if a position will not be hired prior to August 31, 2017?

The Governor's directive was an immediate hiring freeze through the end of the fiscal year. With approval by the respective Dean or Vice President, such positions may remain open for recruitment with any funding source. Please contact Human Resources Office to change the start date on the requisition to 09/01/2017.

5. Can Additional Compensation be paid to individuals who must assume additional duties due to the hiring freeze?

Additional Compensation may be paid to individuals who must assume additional duties due to the Hiring Freeze; however, state funding on vacant positions will be transferred to central FOPs and may not be used as the funding source.

6. Can new positions be created?

New positions may not be created on state funding. Creation of new positions on other funding sources should be given the same level of scrutiny as the recruitment of a vacant position and if critical based on needs of the operation of the College or Department, then submitted to the Hiring Review Committee.

7. Can positions be reclassified?

All positions may be reclassified following normal procedures with the approval from the respective Dean or Vice President. State funds from vacant positions will be transferred to central FOPs and may not be used as the funding source.

8. May salary increases be given to existing staff?

Salary increases may continue following normal procedures with the approval from the respective Dean or Vice President. However, these increases are a permanent funding commitment and should be evaluated in light of potential budget reductions in FY 2018. State funding on vacant positions will be transferred to central FOPs and may not be used as the funding source.

9. May state funds be returned to Colleges and Departments to cover overtime required due to the Hiring Freeze?

No, state funding on vacant positions will be transferred to central FOPs and may not be used as the funding source.

10. What is the process for any positions, other than those funded on Grant (fund 21, 22, 23) and Auxiliary (fund 31), that become vacant before August 31, 2017?

The Budget Office will freeze any positions that become vacant before August 31, 2017. Colleges or Departments must submit requests for the position to the Hiring Review Committee. Alternative funding sources must be provided for positions previously funded on state funds (fund 11, 12, 14). If approved by the Hiring Review Committee, the College/Department, Human Resources, and Budget Office will be notified by email. The budget Office will then unfreeze the position and it will be available for recruitment.

The Hiring Review Committee will meet on a weekly basis and provide responses back to the College/Department within 24 hours of meeting. If the position is denied and the College or Department disagrees with such decision, a request can be submitted to hrc@ttu.edu for an in-person meeting with the Hiring Review Committee.