MEMORANDUM

February 2, 2011

TO: Administrative Council
   Associate Deans
   Department Chairs

FROM: Alexander Gonzalez
     President

     David L. Wagner
     Vice President
     Human Resources

SUBJECT: Update on Recruitment Approval Process

As you know, two weeks ago the Governor announced that his proposal for the CSU would reduce the System’s budget by $500 million.

Due to ongoing general budget concerns and the need to approach hiring and other budgeting issues conservatively, there will be a significant change to the current hiring approval procedures. The major change is that all staff and management positions funded by the General Fund, whether temporary or permanent, will require the approval of the President. This memorandum is to update the campus community on this change on posting vacancies which will become effective today, Wednesday, February 2, 2011.

Procedures for Requesting Exemption to the Freeze

If a program center administrator recommends posting of a vacant position which is subject to the freeze, a procedure has been established to collect basic information on the position, justify the hiring, and secure the appropriate recommendations from the area’s Vice President. A copy of the “Request for Exemption” form is attached and must accompany the Request to Hire. The procedure allows for the explanation of why the requested position will meet critical health/safety needs, statutory/regulatory requirements, or is essential to meeting the campus’ educational mission. This explanation should also include why duties cannot be reassigned to others or why other employees cannot be reassigned to the vacant position. Also, identify the impact on services provided should the position not be filled. A positive recommendation of both the program center administrator and the Vice President who supervises the program center are required. If both recommendations are positive, the request form is then forwarded to the Office of Human
Resources. This updated approval process must be used for positions not already posted as of today, Wednesday, February 2, 2011.

Requests for hiring any staff or management position must be approved by the President. Human Resources will forward the Request for Exemption form for this decision.

All currently posted staff or management positions not yet filled will be reviewed by the Vice Presidents before Friday, February 4, 2011, to recommend to the President whether, in light of current budget uncertainty, the search should continue. HR will notify a Vice President if searches are cancelled or postponed.

Vice Presidents continue to be responsible for reviewing and approving all Special Consultant agreements over $3,000 before submittal to the Office of Human Resources. In addition, the forms used to hire 90-day, retired annuitants, and temporary agency staff will be updated to request information about whether the vacancy will be filled and when the anticipated recruitment will take place.

**Predetermined Exemptions Meeting Our Educational Mission**

The following categories of employee hires remain exempt from the hiring freeze because completion of hiring is necessary to meet our educational mission:

1. All faculty appointments for teaching in Spring, 2011
2. Student Assistants for Spring 2011
3. Graduate Assistants for Spring 2011
4. Teaching Associates for Spring 2011

A decision on the continuation or modification of these blanket exemptions for summer and fall will be made in May, 2011.

**Reimbursed Positions**

The hiring freeze applies only to positions from the General Fund. Other funds (Housing, Parking, Continuing Education) and campus auxiliaries are not subject to the freeze. However, if nonstate funds are used to reimburse the hiring of state employees, because of the impact on campus positions, requests to hire state positions must also be justified.

Questions regarding the procedure for Management Personnel Planning and staff hiring exemptions or special consultant exemptions should be addressed to Jackie Kernen, Manager of Employment and Faculty Compensation, at extension 8-6326.

AG:DLW:mlk
Attachment
c. J. Kernen