

Hiring Freeze Guidelines Miami University, October, 2008

Effective immediately, a hard hiring freeze will be implemented for all classified and unclassified positions regardless of funding source. This includes all full-time, temporary, part-time and intermittent positions for all campuses and centers of Miami University. The freeze applies to all positions that become vacant during the remainder of the fiscal year ending June 30, 2009 and all positions currently vacant if a written contract offer has not been extended to a candidate. Also, this includes all appointments, promotions, reclassifications, re-hires, salary increases, consultants, and individuals paid by special payroll.

The following are the only authorized exceptions to this policy:

1. Positions considered mission critical to the University.
2. Positions funded entirely through external funding.
3. Temporary positions that are filled routinely during peak operating periods.
4. Building and Grounds, Food Service, Help Desk and other positions in which large numbers of people perform the same job and where more than 10% of the positions are vacant.
5. Positions vacated as a result of termination or non-renewal.

To fill a position that you believe may be an authorized exception to the policy the following steps must be taken:

- a. Unless the exemption is for a position funded entirely with external funds, the Essential Position Request Form must be completed and submitted to the appropriate office, (i.e. Human Resources or Academic Personnel) along with the Authorization to Fill a Classified Position or the Miami University Position Announcement Authorization for unclassified positions.
- b. The appropriate office will review the form and submit it with a recommendation to the Vice President for Finance and Business Services who will confer with the appropriate Vice President or Provost.
- c. Special consideration should be given to internal candidates whether it is a position authorized through the Essential Position Request Form or is a position that is completely funded with external funds.