

MEMORANDUM

DATE: October 2, 2008

FROM: Thomas A. Gorell, Senior Vice President for Administrative Services

SUBJECT: Hiring Suspension Guidelines for State Classified and Hourly Staff Positions

President Larry E. Penley and Provost and Senior Executive Vice President Tony Frank announced to the campus community on Monday, September 29, that Colorado State University will temporarily suspend hiring for all non-critical state-classified, administrative professional and hourly staff positions. Questions related to potential hires in employee groups other than administrative professionals are to be directed to the Senior Vice President for Administrative Services. We are providing some guidelines in order to assist units on campus with their questions regarding the hiring suspension. We have also provided a template requesting information and a "critical need" rationale for hiring exemptions that must be forwarded to my office for review and approval. Position requests will be reviewed on a case by case basis. I appreciate everyone's cooperation and patience in this process.

Thank you.

Guidelines for the Hiring Suspension

All positions other than Administrative Professional

1. The effective date of the hiring freeze is Monday, September 29, midnight.
2. If an offer for a position has already been made and accepted prior to the above effective date, those offers will be honored but still must be approved by Dr. Gorell.
3. Post doctoral fellows, Fellowship Grant Trainees, Veterinary Interns & Residents, and Clinical Psychology Interns are not subject to the hiring suspension.
4. Student hourlies and work study students are not subject to the hiring suspension.
5. State Classified transfers are frozen unless offers were made prior to the above date, in which case approval by Dr. Gorell is required.
6. Requests for filling state classified or non-student hourly critical positions request must be approved by Dr. Gorell
7. Demotions and reductions in FTE may be processed without approval.
8. There is no freeze on GTA's, GRA's, and GSA's.
9. State Classified staff who are retiring in CY 2008 and who were offered positions post-retirement up to the 110 PERA limit prior to the date of the hiring suspension will be approved after review by Dr. Gorell.
10. Increases in FTE must be reviewed by Dr. Gorell.
11. Extension of hourly appointment requests should be forwarded to Human Resources and then will come to Dr. Gorell for approval.
12. "Critical function" position requests will be approved on a case by case basis.
13. Changes of duties that would result in the upward reallocation of a State Classified position are not allowed unless finalized by the above effective date.

To request an approval for an exemption to the hiring suspension, you must provide the following information via email to patsy.harlan@colostate.edu

- A. Name & Department of the person.
- B. Job title, employee group, and position number.
- C. Funding Source
- D. Replacement or New position
- E. Essential functions of the position
- F. How have you managed in terms of getting these functions done to date?
- G. What won't get done if the position isn't filled?