

## **BUDGET REDUCTION FOR PERSONNEL ACTIONS**

### **GUIDELINES**

*Effective Immediately*

#### Statement of Purpose

In order to meet budgetary cutbacks required by statewide revenue shortfalls, effective immediately (July 13, 2007) the University will begin implementation of a university-wide budget reduction plan. As a result, all personnel actions that have a cost associated with their implementation will be suspended, delayed, or frozen until further notice.

#### Guidelines

Specifically, this initiative will apply to personnel in **ALL** pay plans (faculty, staff, administration, and non-student OPS) with the exception of the following:

1. those who are funded 100% from contracts or grants (C&G);
2. student OPS;
3. FWSP appointments.

Personnel actions that are suspended, delayed, or frozen include:

1. Posting and advertising of vacant positions (including OPS);
2. Appointments of new or current employees to vacant positions (including OPS)
3. Increases in FTE to existing employees;
4. Changing appointments of temporary (OPS) employees to regular;
5. Extensions of temporary appointments, including emergency visiting, acting, and OPS;
6. Pay for performance, bonus and/or meritorious service salary increases;
7. Classification actions that do not result directly from workforce reductions or consolidation of areas, responsibilities and/or duties.

Any exceptions *must* be submitted in writing to the appropriate VP/CEO who will submit a request for final approval to the President. Only those that have received official approval will be processed.

Any requests for exception must include the following:

1. Specific reason for the exception, including the direct impact on core and essential business operations;
2. Show how suspending, delaying, or freezing requested action would negatively impact on essential or critical business operations;
3. Show that other methodologies and/or options have been explored and exhausted.

All other salary actions (promotions, additional/higher level duties, special pay increases, including stipends) for all personnel including C&G employees, must be approved by the respective Vice President.

All personnel actions currently in process (defined as any personnel action currently in the Human Resources Office that is date stamped as received on or before July 12, 2007) will be handled as follows:

1. All employment offers will be honored;
2. All positions currently in the recruitment process (posting, advertising, interviewing) will require VP review and signature *prior* to submittal to HR for processing.
3. All approved salary actions will be implemented as submitted.

*This process will be in place until further notice.*

Issued by the Division of Human Resources  
July 12, 2007