

**FAQs for Hiring “Freeze” – Faculty, Staff & Administrators (MPPs)**  
**Updated January 31, 2011**

**How long is the hiring “freeze” going to continue?**

President Welty anticipates further budget cuts to the CSU for fiscal year 2011-2012. In order to mitigate the impact of these anticipated cuts and plan proactively, President Welty implemented a general hiring freeze effective January 12, 2011 and the hiring freeze is not expected to be lifted any time soon.

**What about the permanent Management/Staff positions into which we are currently recruiting?**

All permanent positions in e-Recruit have been cancelled in the system unless you have been notified by someone in one of the Vice President’s Office (i.e. the Provost, VPA, AD, Advancement, Student Affairs) that your position can continue through the recruitment process. HR has developed a specific letter noticing the applicants through an e-mail that Fresno State has initiated a hiring “freeze” and that the position to which they applied has been cancelled. A notice will also be posted on [www.jobs.fresnostate.edu](http://www.jobs.fresnostate.edu) advising of the hiring “freeze”.

**How can I hire a permanent employee during the hiring “freeze”?**

Any recruiting into a vacant permanent position must first receive approval via the appropriate VP. The VP’s are responsible for forwarding requests for an exception to the “freeze” to President Welty. It is recommended that you initiate requests for exceptions through a memo format noting the reasons you believe justify an exception to the “freeze”. President Welty has indicated that approval of these requests will be very rare.

**Are faculty positions “frozen” as well?**

All faculty searches, except for those that have been concluded, are under reconsideration. Deans will be making recommendations to the Provost in the coming weeks about the continuation of some searches. All inquiries related to faculty recruitment should be directed to the Provost.

**I have a temporary employee who receives benefits in a vacant position for which I was recruiting. Can I extend the temporary appointments since the recruitment for the position has been cancelled?**

Temporaries not paid on an hourly basis can only be retained through the “end date” of record. Requests to extend a temporary beyond the end date in PeopleSoft must be forwarded to the appropriate VP. It is recommended that you initiate requests for exceptions through a memo format noting the reasons you believe an exception is warranted. VP’s are responsible for forwarding such requests to President Welty for approval. Again, President Welty has indicated that exceptions to continue a temporary beyond their current end date will be very rare.

**Can I still hire or extend student workers?**

Yes, with written approval from the appropriate VP.

**Can I still hire or extend intermittent, hourly employees?**

Yes, but only with written approval from the VP. Intermittent hourly employees include casual workers, interpreters, rehired annuitants, and emergency hires of a very limited duration (up to 60 days for Unit 4 or up to 180 days for Units 2, 5, 7 & 9 per their respective collective bargaining agreements).

**I don't understand. Why am I able to hire students and intermittent, hourly employees, but not temporaries?**

These employees do not receive benefits and are generally for a much shorter duration. Therefore, they have a much lesser impact on the budget.

**Does the hiring "freeze" impact positions funded through grants, contracts or other external funding?**

Positions funded through grants, contracts or other external (auxiliary and/or corporation) funding should receive the same level of scrutiny in terms of business necessity; however, you may continue to hire into these positions with the same level of approvals required in the past.

**Are positions "frozen" if paid through trust funds or campaign funds?**

Yes, hiring into these types of positions has been suspended.

**Can I hire a temporary through an employment agency or service?**

No, unless you receive written approval from the VP and President to do so.

**Can staff still request re-classifications or in-range progressions?**

Yes. Fresno State must continue to abide by the collective bargaining agreements. In the case of re-classifications or in-range progressions, it is the responsibility of the appropriate manager and/or the VP to determine if funds are available to cover the additional expense. If funds are not available for a re-classification of a position, the manager will be required to re-assign the work that resulted in the upgrade and/or promotion to other higher classified employees in the work unit.

**Does the hiring "freeze" include student workers? Can I extend them?**

Student workers not receiving federal aid (e.g. Work Study) may only be hired and extended with written approval from the VP. Because there is no way to monitor the hiring of student workers, all Deans, Directors, Managers will be held responsible for ensuring that appropriate approval has been received from the VP.

**What is the process to release non-federally aided student workers early?**

If you have decided to reduce your budget through releasing student workers in your department, it is recommended that you provide them with a two week written notice although there is no specific requirement to do so. Because there may be other employment opportunities available, you may direct the released student to visit the Career Services website for potential openings elsewhere on-campus or off-campus. <http://www.csufresno.edu/studentaffairs/programs/careers/students/index.shtml>

**Has the President rescinded the “Delegation of Authority” policy, G-61?**

Yes, in part. The President has revoked the “Delegation of Authority” policy to the extent that it conflicts with the approval requirements contained in this document. A manager who has a question about whether a delegation remains in force should contact Human Resources.