



UMASS
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Administration & Finance

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To: Deans, Directors and Department Heads
From: Joyce Hatch, Vice Chancellor for Administration and Finance
Subject: FY 09 Halt in Hiring
Date: October 16, 2008

The Chancellor has instituted a halt in hiring effective October 16, 2008 for all positions funded by the state appropriation, tuition retention, research trust funds (note: RTF% is excluded) and other general operation funds.

Any requests for exceptions to the halt in hiring must be approved and signed by the executive area senior officer and the Chancellor. Each executive area senior officer is responsible for providing a justification describing the critical or strategic nature of the position to the Chancellor for his approval.

In order to implement this action consistently, Human Resources will follow these guidelines.

For search packages currently in the HR system:

Any non-exempt (classified) personnel requisitions which have been approved and signed and that have been forwarded to the Employment Office, but not yet posted or advertised, will be returned to the Administrative Officer in the appropriate executive area.

Any exempt (professional or faculty) personnel requisitions which have been approved and signed, but not yet advertised and under search, will be returned to the Administrative Officer in the appropriate executive area.

For searches currently underway:

Before proceeding any further in the search process, the hiring authority must secure approval from the executive area senior officer and the Chancellor by forwarding a justification to support the hiring exception to the executive area senior officer. If the request is denied, the hiring authority will cancel the search. Human Resources will not process any new hires, transfers or promotions based on a personnel requisition after October 17, 2008 without the appropriate approvals.

If you have any questions or concerns please contact Juan Jarrett in Human Resources.