

Hiring Freeze Instructions - Effective March 30, 2020

Applies to all faculty and exempt and non-exempt staff.		
Completed Searches and Extended Offers		
No formal written offer prior to March 30	Suspend the hiring process. UHR Support Center will coordinate with the departments to notify applicants directly to let them know of the current hiring pause.	
Formal written offer made, but not signed prior to March 30	May elect to withdraw those offers, or proceed with the hire.	
Formal written offer has been accepted by the candidate	Must proceed with the hire.	
Current Searches in Process		
Faculty and staff searches currently in process	Suspend the hiring process. UHR Support Center will coordinate with the departments to notify applicants that the University has implemented a hiring freeze and that the search is on hold until further notice, unless an approved exception has been provided.	
New Searches for Vacant Positions		
Vacancy due to resignation, retirement, etc., or; creation of new position	New searches (including internal searches/search waivers) may not begin without explicit approval from the divisional Vice President and/or President in accordance with the exception process.	
Salary Increase Actions		
Salary increase as a result of any of the following actions:	<ul style="list-style-type: none"> ● Salary actions approved in PHR on or before March 30 have been completed. ● Any salary action listed above that was submitted but not approved as of March 30, must pause and be submitted to the divisional Vice President or President for review and final decision. Any future salary actions requested during the hiring freeze must be submitted to the divisional Vice President or President for review and final decision. 	
<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Reclassifications ● In-band adjustments ● Overload payments ● Equity adjustments </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Retention increases (matching or preemptive) ● Acting capacity increases ● Administrative increments </td> </tr> </table>		<ul style="list-style-type: none"> ● Reclassifications ● In-band adjustments ● Overload payments ● Equity adjustments
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Instructions for Other Employment Categories		
Actions related to any of these employment categories:	<ul style="list-style-type: none"> ● Each divisional Vice President and/or President will have the discretion to impose restrictions and to approve/renew C1 contracts. ● Student employees may be appointed with permission of the Dean or, in Divisions other than Academic Affairs, the permission of an Associate/Assistant Vice President as designated by the Vice President. ● Contract renewals for contingent II and professional track faculty may proceed with permission of the Dean or, in Divisions other than Academic Affairs, the permission of an Associate/Assistant Vice President as designated by the Vice President. ● Instructional faculty hired as full-time must be approved through the Hiring Freeze Exception process. ● Instructional faculty who would be hired on a temporary, part-time basis to teach in summer school or during the fall term may be appointed, with the permission of the Dean. ● Graduate Assistants may be appointed with permission of the Dean, or in Divisions other than Academic Affairs, the permission of an Associate/Assistant Vice President as designated by the Vice President. ● New hires to be compensated entirely from external sponsored research funds may be appointed with permission of the Dean. 	
<ul style="list-style-type: none"> ● Contingent I ● Student Employees 		
<ul style="list-style-type: none"> ● Contingent II ● Professional Track Faculty 		
<ul style="list-style-type: none"> ● Instructional Faculty, Full-Time ● Temporary, Part-time, Instructional Faculty ● Graduate Assistants ● Positions Funded by Sponsored Research 		

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Hiring Freeze Instructions - Effective March 30, 2020, *continued*

Hiring and Salary Increase Freeze Exception Request Process

Hiring Freeze Process Steps:

- Only a limited number of exceptions will be granted.
- Only positions that are considered critical and align with the core mission of the university should be submitted for an exception.
- The divisional Vice President and/or President will have the final decision.
- Use the ELF form to submit requests for an exception to the hiring freeze action prior to submission in eTerp. (You should confirm whether your divisional Vice President or the President has established a vetting process prior to the completion of the ELF form).
- See the instructions below for how to access the form.

Salary Increase Process Steps:

- Any salary increase actions are to be processed electronically through PHR/eTerp in accordance with existing practices. Requests must include documented acknowledgement of the Dean or Vice President/President as appropriate. A justification statement is required to explain the critical need and confirm the unit has an approved line and funding to accommodate the salary.

Instructions for Completing the ELF Hiring Freeze Exception Request Form

Process Steps:

- Each divisional Vice President or the President may have established a vetting process prior to the completion of the electronic form.
- Complete a Hiring Freeze form when you wish to request an exception to the current hiring freeze.
- Access the forms in ARES: <https://ares.umd.edu/home/>
- Select “Electronic Forms.”
- If prompted, log in using your Directory ID and password.
- After logging in, select “Access My Forms”, then once in the ELF Box, click on “New Form.” Under the “Available Forms” section, select the “Hiring Freeze Exception Request Form”.
- Complete all requested fields. Include detail in the justification section to explain your rationale for the exception, specifically addressing the following:
 - Position title and number, category, proposed salary, hiring date and KFS account number. A statement from the hiring authority is required to explain the critical need, why the hire cannot be deferred, and confirm the unit has an approved line and funding to accommodate the salary. After completing all required information, select the individual responsible to act on submissions (Unit Head) who will then authorize the action and forward to the Vice President/President for approval.
 - After completing all required information, select the individual responsible to act on submissions (Unit Head) who will then authorize and send to the Vice President/President for approval.
- Once approved, the ELF Form ID must be entered into the eTerp action to hire.

Sample Applicant Notification

Dear Candidate: Thank you for your interest in the position of **Position Title** at the University of Maryland. We appreciate the time you spent completing our application process. The University of Maryland has instituted a hiring freeze, effective March 30, 2020. Due to this hiring freeze, we are unable to proceed with your candidacy at this time. We are still very interested in your skills and encourage you to continue to check our eJobs site should the freeze be lifted in the future. Thank you for your interest in The University of Maryland, and please stay safe.